Request for Records Disposition Authority

Records Schedule Number	DAA-0048-2013-0001
Schedule Status	Approved
Agency or Establishment	Department of the Interior
Record Group / Scheduling Group	Records of the Office of the Secretary of the Interior
Records Schedule applies to	Department-wide
Schedule Subject	Department of the Interior Big Bucket Schedule 1 - Administrative Records
Internal agency concurrences will be provided	No

Background Information

The U S Department of the Interior (DOI), Record Group 048, protects and manages the Nation's natural resources and cultural heritage, provides scientific and other information about those resources; and honors its trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities In accomplishing this mission, DOI records these activities, maintaining adequate and proper documentation of Department policies and transactions, through its comprehensive records management program DOI serves its customers in the four broad areas of recreational uses, commercial uses, community services, and science for decision making This service is reflected in the Department's Strategic Plan (2011-16), which identifies the following five mission areas

1 Provide Natural and Cultural Resource Protection and Experiences
2 Sustainably Manage Energy, Water, and Natural Resources
3 Advance Government-to-Government Relationships with Indian Nations and Honor Commitments to Insular Areas
4. Provide a Scientific Foundation for Decision Making
5 Building a 21st Century Department of the Interior

Department Organization
The Department is guided by the Office of the secretary and includes the following Bureaus.
• Bureau of Indian Affairs
• Bureau of Land Management
• Bureau of Ocean Energy Management
• Bureau of Reclamation
• Bureau of Safety and Environmental Enforcement
• Fish and Wildlife Service

• National Park Service
• Office of Surface Mining, Reclamation, and Enforcement
• US Geological Survey
For a high-level departmental organizational chart, visit http // www doi gov/whoweare/orgchart cfm

Methodology
The Department culled the Lines of Business applicable to its mission and operations, then added relevant categories from the Department's Strategic Plan and the Office of Budget's Accounting Business Codes The resulting Lines of Business were then divided among the categories of policy, mission, legal, and administrative buckets Each bureau was asked to map the existing records retention schedules to the Department's Lines of Business, which are listed below The crosswalks showing this work are attached

I Provide Natural and Cultural Resource Protection and Experiences
a Cultural and Heritage
b Disaster Management
c Economic Development
d Recreation
e Wilderness Management
f Wildland Fire

II Sustainably Manage Energy, Water, and Natural Resources
a Biological Resources
b Energy
c Land Management Planning, Environmental Management, Land Conservation, and NEPA
d Land Use
e Marine Conservation
f Minerals
g Water

III Advance Government-to-Government Relationships with Indian Nations and Honor Commitments to Insular Affairs
a Indian Trust
b International and Insular Affairs
c Tribal Government

IV Provide a Scientific Foundation for Decision Making
a General Science

V Building a 21st Century Department of Interior
a Community and Social Services
b Education

c Geospatial Services
d Public Affairs
e Public Health and Safety
f Technology Development and Transfer
g Transportation
h Use Authorization

This move to a department schedule, from individual bureau schedules, moves Record Groups 022 (FWS), 049 (BLM), 057 (USGS), 075 (BIA), 079 (NPS), 115 (BOR), 471 (OSMRE), 473 (BSEE), and 589 (BOEMRE) to 048 All FRC, Annual Move, and Direct Offer interactions with NARA will continue to be broken out according to the assigned Record Group number for the creating agency The underlying authority for each interaction will be the approved DRS authority established by this schedule

This disposal authority will only apply on a "day-forward" basis from date of approval, and does not require retroactive changes to existing accessions at the FRCs

Automation
As part of the DOIs comprehensive records management program, DOI developed the eMail Enterprise Records and Document Management System (eERDMS) program with the objective of providing the Department with a single cohesive integrated records and information governance platform, which directly supports M-12-18, the Managing Government Records Directive The eERDMS program is designed to support and manage Departmental records, including email, documents, and related content information, independently, fixed or mobile. eERDMS consists of four major systems brought together to support records, content management, case management, forms management, and dash-boarding capabilities Migrating DOI to the Departmental Records Schedule described above will enable a smoother and more consistent implementation of eERDMS

Note Regarding BIA, OST, and OHA Administrative Records
For the Bureau of Indian Affairs (BIA) and Office of the Special Trustee for American Indians (OST), records specific to the Indian Fiduciary Trust Responsibility and/or mission specific records will be scheduled separately The Department's Administrative Bucket Schedule will not be used to manage these records

Similarly, records in the Office of Hearings and Appeals (OHA) identified in this records schedule are purely administrative and do not document or support decisions or case material in a substantive way

Note Regarding Other GRS Items
Although the following schedule supersedes a large number of existing GRS and non-GRS administrative records schedules, there are many that are not affected. In some cases, existing schedules are obsolete, either due to age or because they address records or handling practices that are no longer accurate However, there are many GRS items that remain active and in use, either due to exceptionally short retention times that can be utilized without change, or because laws or regulations prevent altering their disposition This includes

GRS 1-1a
GRS 1-1b
GRS 1-4a
GRS 1-4b(3)
GRS 1-12d
GRS 1-21a(1)
GRS 1-21a(2)
GRS 1-23a(1)
GRS 1-23a(2)
GRS 1-23a(3)(a)
GRS 1-23a(3)(b)
GRS 1-23a(4)
GRS 1-23a(5)
GRS 1-23b(1)
GRS 1-23b(2)(a)
GRS 1-23b(2)(b)
GRS 1-23b(3)
GRS 1-23b(4)
GRS 1-33i
GRS 2-1b
GRS 2-2
GRS 2-6a
GRS 2-14a
GRS 2-14b
GRS 2-14c
GRS 2-23b
GRS 3-1a
GRS 3-1b
GRS 3-5d
GRS 3-8b
GRS 4-4
GRS 6-10b(2)(a)
GRS 8-7b(1)
GRS 8-7b(2)

GRS 12-1
GRS 12-3a
GRS 12-3b
GRS 12-6b
GRS 12-6c
GRS 12-6f
GRS 13-4a
GRS 13-4b
GRS 14-1
GRS 14-2
GRS 14-5
GRS 14-23
GRS 14-36a
GRS 17-1
GRS 17-5
GRS 18-18
GRS 18-25a
GRS 20-11a(2)
GRS 20-12b
GRS 21-6
GRS 21-7
GRS 21-11
GRS 21-16
GRS 21-18
GRS 21-22
GRS 21-23
GRS 21-24
GRS 21-26
GRS 23-6a
GRS 23-7
GRS 24-13a(1)
GRS 24-13a(2)
GRS 24-13b
GRS 25-1a
GRS 25-1b
GRS 25-2a(1)
GRS 25-2a(2)
GRS 25-2b(1)
GRS 25-2b(2)
GRS 25-2c(1)
GRS 25-3
GRS 25-4
GRS 25-5a
GRS 25-5b
GRS 26-6a
GRS 25-6b

GRS 25-7a
GRS 25-7b
GRS 25-8a
GRS 25-8b
GRS 25-9

Additionally, several GRS items are planned for integration with other Departmental Records Schedules, and are not included in the following schedule This includes

GRS 1-25a
GRS 1-25d(1)
GRS 1-25d(2)
GRS 1-25f
GRS 1-25g
GRS 1-25h(1)
GRS 1-25h(2)
GRS 1-25h(3)
GRS 1-25h(4)
GRS 1-27b
GRS 1-30a
GRS 1-30b

Schedule 1 - Administrative Records
The records in the administrative schedule document routine operations and administrative management functions carried out across the Department of the Interior that support government business, but do not directly document the performance of the agency's mission Administrative records relate to common agency-wide functions such as budget and finance, routine communications, information technology and services, payroll and benefits, personnel, procurement and supply, facilities management, and travel

This schedule does not distinguish between types of media and should be considered media neutral Many administrative functions throughout the Department are conducted in both hard copy (paper) and electronic form, though increasingly offices are moving to the convenience of electronic records for administration Though the retention does not differ, cut off and handling instructions may differ for records in other media than paper

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
15	0	15	0

GAO Approval

0001, 0002, 0003, 0004, 0005, 0009, 0010, 0011, 0012, 0013

Outline of Records Schedule Items for DAA-0048-2013-0001

Sequence Number	
1	Administration
1 1	Short-term Administration Records Disposition Authority Number. DAA-0048-2013-0001-0001
1 2	Long-term Administration Records Disposition Authority Number DAA-0048-2013-0001-0002
1 3	Administration Records of Specific Temporary Value Disposition Authority Number DAA-0048-2013-0001-0003
2	Human Resources Management
2 1	Short-term Human Resources Records Disposition Authority Number DAA-0048-2013-0001-0004
2 2	Long-term Human Resources Records Disposition Authority Number DAA-0048-2013-0001-0005
2 3	Retirement and Payroll Records Warranting Extended Preservation
2 3 1	Retirement Records Disposition Authority Number DAA-0048-2013-0001-0006
2 3 2	Payroll System Data Disposition Authority Number DAA-0048-2013-0001-0007
2 3 3	Other Long-term Records Disposition Authority Number. DAA-0048-2013-0001-0008
2 4	Human Resources Records of Specific Temporary Value Disposition Authority Number DAA-0048-2013-0001-0009
3	Financial and Acquisition Management
3 1	Short-term Financial and Acquisition Records Disposition Authority Number DAA-0048-2013-0001-0010
3 2	Long-term Financial and Acquisition Records Disposition Authority Number DAA-0048-2013-0001-0011
3 3	Financial and Acquisition Records of Specific Temporary Value Disposition Authority Number DAA-0048-2013-0001-0012
4	Information Technology
4 1	Short-term Information Technology Files
4 1 1	System Maintenance and Use Files Disposition Authority Number DAA-0048-2013-0001-0013
4 1 2	System Planning, Design, and Documentation Disposition Authority Number DAA-0048-2013-0001-0014

4 2	Long-term Information Technology Records Disposition Authority Number DAA-0048-2013-0001-0015

Records Schedule Items

Sequence Number	
1	Administration This item provides disposition authority for all DOI activities devoted to the day-to-day management and maintenance of internal operations that are not associated with human resources/payroll, financial accounting and procurement, or information technology These records cover a broad range of administrative functions which manage and support a program office, including routine office/ housekeeping files, motor vehicle/fleet management, space and facilities management records, communications, printing, binding and duplication functions, information management (including FOIA, Privacy Act, and Records Management), administrative management, routine/draft photographs, cartographic records, and architectural/engineering drawings, audiovisual records, certain temporary commission records, and certain routine security and protective services records
1 1	Short-term Administration Records Disposition Authority Number DAA-0048-2013-0001-0001 These records encompass administrative functions described above that are produced and maintained in the course of routine business, and do not reflect government business that is subject to additional preservation Records in this item often provide input into more valuable administrative records, either as supporting documentation or as a submission for a more comprehensive record Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities There are numerous records covered under this item, and compiling an exhaustive list would not be possible Offices are responsible for creating a detailed file plan or similar document to note all records they create and maintain, including records in this category, and must work with their Responsible Records Officer to ensure that all records are appropriately identified and accounted for The following list is a broad overview of the records covered by this item, with specific details included where possible, but it should not be considered a complete and exclusive listing of all pertinent documents Routine Administration Files include 1 Correspondence and subject files pertaining to the administration and operation of an administrative program (space and maintenance, motor vehicle maintenance/operations, communications, printing/binding/duplication, information services, administrative management, security and protective services, and temporary commissions) which do not set policy or document mission-specific actions 2 Records pertaining to the routine management, maintenance, and day-to-day operation of motor vehicles and aircraft used by agencies, except as identified by 0002 or in the DRS Mission Bucket Schedule This includes maintenance records relating to service and repair, motor vehicle ledger and worksheets providing cost and expense data, reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data, records relating

to individual employee operation of Government-owned vehicles (driver tests, authorization to use, safe driving awards, and similar), and records that pertain to the day-to-day operation of aircraft operated by Federal agencies (documenting departures, takeoffs, and destinations, passengers on board, requests for flights, flight orders, aircraft flight logs, flight plans, and similar records) (Note that certain records of the Office of Wildland Fire Coordination, the Office of Aviation Services, Fish and Wildlife Service, and the Bureau of Land Management are not covered under this item, see the DRS Mission Bucket Schedule for additional information) 3. Records relating to space and maintenance (acquisition, allocation, utilization, assignment, reports, and other forms/documentation) This includes agency reports to the GSA, correspondence/reports to staff agencies relating to agency space holdings and requirements, and credentials files (receipts, indexes, listings, and accountable records) This item does not cover (a) records that are an integral part of accountable officers' accounts (0010 and 0011), (b) records of procurement and supply (0010 and 0011), (c) actual identification credentials (cards, badges, permits, photographs, etc , see 0003), or (d) requests for building and equipment maintenance (see 0003) 4 Records documenting communication functions for an office, such as telecommunications, messenger service, package and mail delivery and other mail/communications administration Specific records include telecommunications equipment requests and telephone service, statistical reports of cost, work performed, and volume, reference copies of vouchers, bills, and invoices, records of installation, change, removal, and servicing of equipment, copies of agreements for telecommunications services, telephone use records, management of incoming and outgoing registered mail pouches, or of registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts, report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail, records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies, records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail, and correspondence, memoranda, directives, and guides relating to the administration of mail room operations This item does NOT include Metered Mail (see 0002) 5 Records relating to printing, binding, duplication, and distribution such as requests for service, control, production, distribution of individual projects, report files, and other supporting records. These records pertain to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents This item does not cover (a) the record copy of printed materials, (b) records retained by agencies for onsite audit and agency copies which are part of the accountable officers' accounts (see 0010 and 0011), (c) records relating to services obtained outside the agency, and (d) records that reflect agency programs, rather than administrative management functions 6 Records pertaining to information services (but not information technology or systems administration) and relations with requests for information from the public This includes Freedom of Information Act records (request files, recurring reports and one-time information requirements, and general agency implementation of the FOIA), Privacy Act records (request files, recurring/one-time reports, and agency implementation, Mandatory Review for Declassification

files (request files, reports on agency implementation of the current Executive order on classified national security information, and other general agency implementation), and information service project case files This item does not include FOIA, Privacy Act, or Mandatory Declassification Requests that warrant long-term preservation (when a request is denied, and any appealed requests), Privacy Act amendment case files, or any documents concerning the erroneous release of government records 7 Records relating to administrative management activities, excluding personnel records, budget, and accounting, which are covered elsewhere (see 0004-0011) Included are management control records for routine operations of a program (reports and assurance statements created below the agency level, procedures and guidance files, risk analyses, control plans, and tracking files), records management activities limited to SF 115s Request for Records Disposition Authority (or similar record), records holdings files, and other routine correspondence, project and report control files, and records documenting the processing of Federal Register Notices 8 Security and protective services records including local copies of investigative files that are sent to other offices or agencies, and investigative files too minor to warrant such treatment 9 Classified information accounting and control records (including forms, ledgers, and registers) documenting the presence, receipt, issuance, and destruction of classified documents, requests and authorizations for individuals to access classifies files This item does not cover the aforementioned records as they might pertain to Top Secret material (see 0002 and 0003). 10 Facilities security and protective services, including reports of surveys/inspections of Government-owned facilities to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry, investigative files of fires, explosions, and accidents submitted for review and filing in other agencies or organizational elements, reports concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements, files relating to guard assignments and strength (including requirements for posts), guard force security checks, guard service control files documenting regular rounds, interruptions, and tests, reports and ledger records of police arrests, cars ticketed, and contact with outside police, files relating to accountability for personal property lost or stolen, files relating to accountability for keys issued for areas under maximum security, logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers for areas NOT under maximum security, 11 Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted 12 Emergency operations files, including case files accumulated by offices responsible for the preparation and issuance of plans and directives, including a copy of each plan/ directive issued, and any related background documents Also included are files concerning emergency operations tests conducted under agency plans This item DOES NOT cover the official record copy of each emergency plan or directive or consolidated and comprehensive reports of emergency operations tests (see DRS Policy Bucket Schedule, DAA-0048-2013-0008) 13 Audiovisual and related

records created by or for the Department for administrative purposes, and routine events or activities not mission-related Audiovisual records include all forms of such media, including still and motion picture photography, graphic materials, and sound and video recordings Related documentation includes (1) production files or other files documenting the creation, justification, ownership, and rights to the records and (2) finding aids used to identify or access the records 14 Files that relate to day-to-day Commission activities for temporary commissions, boards, councils and committees (including continuing entities governed by renewable charters such as agency advisory committees), including correspondence, reference and working files of Commission staff, copies of committee records (agendas, meeting minutes, final reports) not maintained by the sponsor or Secretariat 15 Schedules of daily activities, EXCLUDING records relating to the official activities of high Government officials (see the DRS Policy Bucket Schedule, DAA-0048-2013-0008) and other records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists This item provides an exception for many GRS items of 3 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	GRS 10-1 GRS 10-2b GRS 10-3 GRS 10-4 GRS 10-7 GRS 10-9 GRS 10-13 GRS 11-1 GRS 11-2a GRS 11-2b1 GRS 11-2b2 GRS 12-2a GRS 12-2b GRS 12-2c GRS 12-2d1

		GRS 12-2d2 GRS 12-2e GRS 12-4 GRS 12-5a GRS 12-5b GRS 12-5c GRS 12-6a GRS 12-6d GRS 12-6e GRS 12-6g GRS 12-8 GRS 13-1 GRS 13-2a GRS 13-2b GRS 13-3 GRS 13-6 GRS 14-4 GRS 14-11a1 GRS 14-11a2a GRS 14-14 GRS 14-15 GRS 14-21a1 GRS 14-21a2a GRS 14-25 GRS 14-26 GRS 14-31a1 GRS 14-31a2a GRS 14-34 GRS 14-35 GRS 16-2a1 GRS 16-2b GRS 16-4a GRS 16-4b GRS 16-5 GRS 16-6 GRS 16-13a GRS 16-13b GRS 16-14a GRS 16-14b GRS 16-14c GRS 16-14d GRS 16-14e GRS 18-1 GRS 18-2 GRS 18-3 GRS 18-4

GRS 18-6
GRS 18-8
GRS 18-9
GRS 18-11
GRS 18-13a
GRS 18-13b
GRS 18-14a
GRS 18-14c
GRS 18-15a
GRS 18-15b
GRS 18-16a
GRS 18-17b
GRS 18-18a
GRS 18-19b
GRS 18-19c
GRS 18-20a
GRS 18-20b
GRS 18-21
GRS 18-22a
GRS 18-26
GRS 18-27
GRS 18-28
GRS 21-1
GRS 21-3
GRS 21-5
GRS 21-9
GRS 21-12
GRS 21-14
GRS 21-17
GRS 21-19
GRS 21-20
GRS 23-1
GRS 23-5a
GRS 26-2b
GRS 26-3
GRS 27-7
NC1-22-78-1, Items 08 MNGT-330, 15 PERM-820, 47 ADMI-520, 48b MNGT-214, 50c ADMI-530, and 67 PLAN-410
N1-022-05-01, Items 80 ADMI-455, 86 ADMI-465, 87 ADMI-466, and 99 PERM-813
N1-048-07-03, Item I
N1-048-07-04, Items 7101 5, 7101 6, and 7101 8, 7102 6a, 7103 6a, 7104 6a, 7105 6a, 7106 6a, 7107 6a, 7102 9a, 7103 9a, 7104 9a, 7105 9a, 7106.9a, 7107.9a, and 7108 4

N1-048-08-06, Items 1104 and 1109 2
N1-048-08-15
N1-048-08-20
N1-048-08-22, Items 1204 and 1210 2
N1-048-09-04
N1-048-09-06, Items 7554 4 and 7554 9
N1-048-09-11, Item 1304 3
N1-048-10-01, Item 3 4
N1-048-11-01, Item 10 3
NC1-49-85-1, Q/29
NC1-49-85-2, Items 23/1a and 23/1b(1)
N1-049-90-9, Items 10/11a and 10/11b
N1-049-96-4, Item 10/8
N1-057-02-03, Item 603-02
N1-057-08-01, Items 101-04b(2), 306-03, and 306-05
N1-057-08-02, Items 505-01, 505-03, and 703-16c
N1-057-08-06, Items 903-04a(1), 903-04a(2), 903-05a(1), 903-05a(2), 905-05a, 904-08a, 904-08b, 904-11, and 1303-03
N1-079-08-08, Item 9D
N1-079-08-09, Item 10D
N1-115-94-1, Items IRM-7 20, PIO-7 10, RIM-3 00, RIM-3 20, RIM-5 00, RIM-5 20, and RIM-8 00
N1-115-94-2, Items FIN-5 00, FIN 11 00, PRM-16 00, PRM-17 00, and PRM-18 00
N1-115-94-3, Items ADM-9 00, ADM-10 00, and SAF-3 00
N1-115-94-8, Item PRJ-14 10
N1-115-07-1, Items ADM-11 10, PRM-20 00

Disposition Instruction

Cutoff Instruction	Cut off record as instructed in the agency/bureau records manual, or at the end of the fiscal year in which the record is created if no unique cut-off is specified
Retention Period	Destroy 3 year(s) after cut-off

Additional Information

GAO Approval	Required and Received

1 2 Long-term Administration Records

Disposition Authority Number	DAA-0048-2013-0001-0002

This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or

other legal/statutory requirements These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011) Though records in this category are more specific than those identified under 0001, it is still a broad group of documents, and an exhaustive list may not be feasible If not addressed below, offices must coordinate with their Responsible Records Officer to determine if this item is appropriate, and include such records under their office file plan, or similar documentation Specific records under this category include 1 Records relating to motor vehicle or aircraft accidents, maintained by transportation offices, records relating to transfer, sale, donation, or exchange of vehicles, records that document logistical support relating to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services, comments on regulations, directives or other publications that relate to logistics matters, records relating general maintenance activities, modifications, or improvements designed to meet programmed requirements, records on specific aircraft, including logbooks, aircraft engine records, inspection and maintenance records, preventive maintenance inspections, diagnostic checkouts, spot check inspections, modifications/alterations, and maintenance requests 2 Official metered mail reports and all related papers 3. Records pertaining to information services (but not information technology or systems administration) and information requests from the public This includes Freedom of Information Act, Privacy Act, and Mandatory Review of Declassification requests when the request is appealed and/or denied, files maintained for control purposes in responding to FOIA, Privacy Act, and Mandatory Review for Declassification requests, Privacy Act Amendment case files, and files regarding the erroneous release of personally identifiable information (when not associated with a specific individual's file) This DOES NOT include Privacy Act Accounting of Disclosure files or erroneous release files associated with a specific individual's records, which maintain their disposition as detailed in the General Records Schedule (GRS 14-23 and 14-36a) 4 Records relating to particular administrative management activities, including general records management projects/activities not mentioned in 0001, forms files (one record copy of each form created by an office with related instructions and documentation), feasibility studies conducted before the installation of any technology or equipment associated with information management, and Information Collection reviews and budget files Note that this item does not cover audits or internal control reviews (see DRS Legal, Regulatory Compliance, and Enforcement Bucket Schedule – DAA-0048-2014-0001) program monitoring, or policies/directives (see DRS Policy Bucket Schedule – DAA-0048-2013-0008) 5 Security and protective services records created by agencies to control and protect classified information, and to secure government facilities, limited to Top Secret accounting and control files, registers maintained at control points to account for Top Secret documents (including receipt, dispatch, or destruction of the documents); surveys and inspections of private facilities assigned security cognizance by the Department, registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports

on automobiles and passengers for areas under maximum security 6 Personnel identification and Passport photographs This item provides an exception for several GRS items of 7 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s) Note that program offices dedicated to control, oversight, and execution of an administrative function for the entire Department may have records which require a stronger retention than what is listed here Consult your records liaison or Responsible Records Officer for additional information before applying this disposition for records pertinent to the Department as a whole

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	GRS 10-5 GRS 10-6 GRS 10-10 GRS 10-11b GRS 10-12 GRS 12-7 GRS 14-11a3a GRS 14-12a GRS 14-13a GRS 14-13b GRS 14-21a GRS 14-22a GRS 14-22b GRS 14-22c GRS 14-24a GRS 14-24b GRS 14-31a3a GRS 14-32a GRS 14-33a GRS 14-33b GRS 14-36b GRS 16-2a2 GRS 16-3a GRS 16-7 GRS 16-9

		GRS 16-12 GRS 18-5a GRS 18-10 GRS 18-17a GRS 21-2 GRS 26-4 NC1-22-78-1, Items 10 SAFE-110, 45 MNGT-211,48a MNGT-214, 50b ADMI-530, 60 MNGT-213, and 71 ADMI-630 N1-022-05-01, Item 150 LIST-150 N1-048-07-02, Items 7504 and 7509b N1-048-07-04, Items 7102 5, 7103 5, 7103 10, 7104 10, 7105 5, and 7107 4 N1-048-08-06, Item 1101 2 N1-048-08-13, Item 1305 5 N1-048-08-22, Items 1202, 1203, 1207 1, 1207 2, and 1215 N1-048-09-02, Item 7558 4 N1-048-09-09, Items 7504 1 and 7504 2 N1-048-09-13, Item 3151 N1-048-10-01, Item 8 7 N1-048-10-04, Items 1209 4 and 1221 1 DAA-0048-2011-0001, Item 8 N1-49-90-9, Item 10/11c N1-057-08-01, Item 306-06 N1-057-08-02, Item 505-04 N1-057-08-06, item 1002-03 N1-079-08-08, Item 9C N1-115-94-1, Items IRM-1 10, IRM-2 00, IRM-8 00, PIO-1 10, PIO-2 00, RIM-1 10, RIM-2 00, and RIM-4.00 N1-115-94-2, Items ACM-2 00, FIN-1 10, FIN-2 00, FIN-3 00, FIN-8 00, FIN-15 00, and PRM-11 00 N1-115-94-3, Items ADM-1 10, ADM-5 00, ADM-7 00, ADM-12 10, SAF-1 10, SAF-2 00, SAF-4 10, and SAF-4 20 N1-115-07-1, Items ADM-26 00, FIN-6 10, PIO-5 00 N1-473-12-1, Items 1E, 1F, 1G, 1H, and 1K N1-589-12-1, Items 1E, 1F, 1G, 1H, and 1K
	Disposition Instruction	
	Cutoff Instruction	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified
	Retention Period	Destroy 7 year(s) after cut-off

Additional Information

GAO Approval Required and Received

1 3

Administration Records of Specific Temporary Value

Disposition Authority Number DAA-0048-2013-0001-0003

These records are necessary to provide accountability for a specific administrative function or functions, but are not necessary immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time Even when not required, preservation of such documents may weaken active records Records that are filed under this category must be carefully identified and approved by a Responsible Records Officer for inclusion if they are not specifically referenced in the following list Records under this category include 1 Current personnel credentials, building access, and property access files, including receipts, indexes, listings, and accountable records for personnel credentials files, current building access files (key or code records, emergency call cards, employee identification cards, and lists or rosters showing current security clearance status of individuals), property pass files authorizing removal of property and materials, and files for accountability of keys issued (for areas NOT under maximum security) 2 Drawings of temporary relevance to facilities/space management, such as architectural drawings of temporary structures or buildings not critical to a mission function, drawings of electrical, plumbing, heating, air conditioning, or other facilities systems, and floor plans indicating occupancy of a building 3 Inventories of federal records, library catalogs/finding aids, and other tracking and control records superseded by new versions 4 Security files for the protection of Top Secret and Classified documents, specifically forms accompanying documents to ensure continuing control/persons handling, and lists/forms used to records safe and padlock combinations, names of individuals with access, instances of access to documents, and other data controlling access to document containers 5. Arms distribution sheets, charge records, and receipts 6 Records for internal agency committees unrelated to an agency's mission 7 Certain records created by advisory commissions/committees (more fully described in the DRS Policy Bucket Schedule, DAA-0048-2013-0008), including electronic version of websites, design/ management/operation of websites, and duplicated commission records 8 Notices and issuances related to administrative functions (e g , payroll, procurement, training, travel, etc), including any substantive documents related to development of the issuance Note that any security files involved in investigations must be retained in accordance with the investigation (see DRS Legal, Regulatory Compliance, and Enforcement Bucket Schedule, DAA-0048-2014-0001) Prior to destruction/deletion of non-duplicate commission records, NARA will review records and may identify portions that warrant permanent retention

Final Disposition Temporary

Item Status Active

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	GRS 10-2a GRS 11-4b GRS 11-5 GRS 16-1a GRS 16-1b GRS 17-3 GRS 17-4 GRS 17-6 GRS 17-8 GRS 17-9 GRS 17-10 GRS 18-5b GRS 18-7a GRS 18-7b GRS 18-12 GRS 18-16b GRS 18-19a GRS 18-19d GRS 18-23 GRS 23-8 GRS 26-1a GRS 26-2c1 GRS 26-2c2 GRS 26-2c3 N1-022-05-01, Item 155b ADMI-665 N1-048-08-22, Item 1209 3 N1-048-09-03 N1-057-08-06, Item 904-10 N1-115-94-08, Item PRJ-20 00
Disposition Instruction	
Cutoff Instruction	Cut off when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases
Retention Period	Destroy when no longer needed

Additional Information

GAO Approval Required and Received

2 Human Resources Management

This item provides disposition authority for all DOI activities associated with the recruitment and management of personnel, except an employee's Official Personnel Folder, Individual Payroll Record, and Employee Medical Folders These records remain covered by the GRS Records covered by this item include agency personnel records relating to the supervision and management of Federal employees, payroll and pay administration records; and housing records accumulated in the maintenance and management of Federally owned and operated housing facilities for civilian employees of the Federal Government, military personnel, and others eligible by law to reside in the projects Certain housing records are subject to other items in this schedule Supply and fiscal files are covered by 0010 and 0011, as are many records of agent cashiers serving as housing rental managers Facilities, building, and equipment management records associated with government housing are covered by 0001 and 0002 See those items for additional information

2 1 Short-term Human Resources Records

Disposition Authority Number DAA-0048-2013-0001-0004

These records encompass human resources/payroll files described above that are not needed for extended preservation Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities There are numerous records covered under this item, and compiling an exhaustive list is not feasible Offices are responsible for creating a detailed file plan or similar document to note all records they create and maintain, including records in this category, and must work with their Responsible Records Officer to ensure that all records are appropriately identified and accounted for The following list is an overview of the records covered by this item, with specific details included where possible, but it should not be considered a complete and exclusive listing of all pertinent documents Specific records in this category include 1 Correspondence, reports, and other records relating to personnel operations and functions 2 Service Record Cards 3 Position Classification files, including standards and guidelines to classify and evaluate positions, position descriptions, position classification surveys, classification survey reports, and classification appeals (excluding OPM classification certificate) 4 Performance Rating Board Case Files 5. Immigration and Naturalization Service Form I-9 (or equivalent) 6 Awards records, including general awards files (recommendations/nominations, etc.); length of service and sick leave awards, letters of commendation/appreciation; and reports for the Incentive Awards Program This item DOES NOT include records for department-level awards 7 Standard Form 50 or equivalent, documenting all individual personnel actions 8 Statistical reports in operating a personnel office and subordinate units 9 Personnel office records relating to individual employees not maintained in eOPF

and not provided for elsewhere in this schedule 10 Health unit records, including Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units, if information does not include summarized medical information about individuals, temporary or short-term employee medical records, and copies of statistical summaries and reports pertaining to employee health, retained by the reporting unit 11 Reasonable Accommodation Request records, and files fulfilling equivalent functions 12 Certain Equal Employment Opportunity (EEO) files, including preliminary and background files not filed in the Official Discrimination Complaint Case Files or which do not develop into official complaint files, copies of complaint case files; and employee housing requests NOTE Official Discrimination Complaints Case Files, EEO Compliance Reports, and most other EEO functions will be covered by Schedule 4 - Legal, Regulatory Compliance, and Enforcement (DAA-0048-2014-0001) 13 Personnel Counseling Records 14 Alcohol and Drug Abuse Program records 15 Alternative Dispute Resolution (ADR) files, limited to general correspondence, copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the agency's overall ADR program 16 Copies of records documenting ADR proceedings maintained in an office or bureau as supporting information Official ADR case files will be filed under Schedule 4 - Legal, Regulatory Compliance, and Enforcement – DAA-0048-2014-0001 17 Background and working files relating to agency-sponsored training 18 Forms, reports, correspondence, and related medical and investigatory records concerning on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor 19 Merit Promotion Case Files 20 All examining and certification records except lost or Exposed Test Material Case Files (0005), correspondence/notices from eligible indicating a change in information (0009), test material stock control (0009), application record card (0009), and transitory/draft/input records Included in this broad category of records are delegated agreements, correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations, correspondence regarding examination requirements and job announcement development and publishing, register or inventory of eligible, letters to applicants denying transfer of eligibility, applications for positions filled from a register/inventory, or filled by case examining, request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, Certificate Files, and all papers upon which the certification was based, certification request control index and certificate control log system, records pertaining to requests for lists of eligible, reports of audits of delegated examining operations 21 Denied health benefits requests (applications, court orders, denial letters, appeal letters, and related papers) If denial was successfully appealed, an enrollment file is created and this item is not used 22. Workplace Drug Testing Program Files (drug test plans and procedures, selection/scheduling records, records concerning the collection and handling of specimens, and test results). This item DOES NOT include formal directives/policy (see DOI Big Bucket Schedule 3 - Policy), any disciplinary case files that arise from drug testing program activities

(see DRS Legal, Regulatory Compliance, and Enforcement Bucket Schedule – DAA-0048-2014-0001), or employee forms acknowledging receipt of notice that their position is sensitive for drug testing purposes (see 0009 of this schedule) 23 Donated Leave Program Case Files 24 Wage survey reports, data, background information, and correspondence 25 Correspondence, memoranda, and other records used to assist retiring employees/survivors claim benefits 26 Records created under implementation of the Federal Employees Pay Comparability Act 27 Alternate Worksite Records (requests/application, agreements, and similar records documenting participation in an alternate worksite program) 28 Leave application files when an employee has not initialed time card or equivalent 29 Employee leave record, when held by the creating agency 30. Combined Federal Campaign individual allotment, and other allotment authorizations 31 Levy and Garnishment files (notices, change slip, release, and other records or forms used to pay federal employee debt) 32 Payroll system reports for agency workload, personnel management, and fiscal information System reports for the operation of a system are filed in 0015 33 Payroll change records subject to GAO audit 34 Housing maintenance and repair files (work orders, requisitions, summarized information/ledger record, and related papers) 35 Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data 36 Copies of leases, renewals, termination notices, and related documents 37 Housing assignment and vacancy files, including individual housing unit cards or equivalent, but NOT individual tenant cards (see 0009) 38 Files pertaining to the inventory of items included in furnished units This item provides an exception for many GRS items of 3 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	GRS 1-2b GRS 1-3 GRS 1-5 GRS 1-7a GRS 1-7b GRS 1-7c1 GRS 1-7c2 GRS 1-7d1

		GRS 1-9 GRS 1-10b GRS 1-12a1 GRS 1-12a2 GRS 1-12b GRS 1-12c GRS 1-13 GRS 1-14a GRS 1-14b GRS 1-16 GRS 1-17b1 GRS 1-20b GRS 1-21b GRS 1-22 GRS 1-24a GRS 1-24b GRS 1-24c GRS 1-24d GRS 1-25b GRS 1-25c1 GRS 1-25c2 GRS 1-25e GRS 1-26a GRS 1-26b GRS 1-27a GRS 1-29a2 GRS 1-31 GRS 1-32 GRS 1-33a GRS 1-33b GRS 1-33f GRS 1-33g GRS 1-33h GRS 1-33k GRS 1-33l1 GRS 1-33l2 GRS 1-33m GRS 1-33n GRS 1-33o GRS 1-33p GRS 1-33q GRS 1-33s GRS 1-33t GRS 1-35a GRS 1-35b2 GRS 1-36a

GRS 1-36c
GRS 1-36d1
GRS 1-36d2
GRS 1-36e1a
GRS 1-36e1b
GRS 1-36e2
GRS 1-37
GRS 1-38
GRS 1-39
GRS 1-41
GRS 1-42a
GRS 1-42b
GRS 1-42c
GRS 2-6b
GRS 2-9b
GRS 2-15a
GRS 2-15b
GRS 2-18
GRS 2-22b
GRS 2-22c
GRS 2-23a
GRS 2-24
GRS 15-1
GRS 15-2a
GRS 15-2b
GRS 15-3
GRS 15-4
GRS 15-5b
GRS 15-6
GRS 15-7a
GRS 15-7b
NC1-22-78-1, Item 12 ADMI-153
N1-022-02-01, Items 01 ADMI-146, 02 ADMI-149, and 03b
N1-048-06-02, Items 3701 3a and 3701 3b
N1-048-09-12, Item 7511 2
N1-048-10-01, Item 8 4
NC1-49-85-1, Items Q/24 20/33, Q/30 20/36
N1-49-90-6, Items 1/41a, 1/41b, and 1/43
N1-057-08-01, Items 401-01, 401-02, 404-04, 404-06, 404-12m, 405-01a, 405-01b, 408-01a, 408-01c, 408-06a, 412-04, and 413-01e
N1-115-94-2, Item PRM-15 00
N1-115-94-3, Items PER-2 00, PER-4 10, PER-4 20, PER-4 30, PER-5 00, PER-5 10, PER-5 20, PER-6 00, PER-6 30, PER-6.40, PER-6 70,

		PER-7 00, PER-10 00, PER-11 00, PER-12 00, PER-12.10, PER-13 00, PER-15 00, PER-15 20, PER-15 40, and PER-15 50
	Disposition Instruction	
	Cutoff Instruction	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified
	Retention Period	Destroy 3 year(s) after cut-off
	Additional Information	
	GAO Approval	Required and Received
2 2	Long-term Human Resources Records	
	Disposition Authority Number	DAA-0048-2013-0001-0005

This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements These records may be more comprehensive and complete versions of similar records in the 'routine' category, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011) Though records in this category are more specific than those identified under 0004, it is still a broad group of documents, and an exhaustive list may not be feasible If not addressed below, offices must coordinate with their Responsible Records Officer to determine if this item is appropriate, and include such records under their office file plan, or similar documentation Specific records include 1 Position Classification Standards case files relating to the development of standards for positions peculiar to the agency, and OMB approval/disapproval 2 Individual non-occupational health records Note that this DOES NOT include the Employee Medical Folder 3 Labor management relations files when held by the negotiating office, and labor arbitration files 4 Training records, including agency-sponsored training and employee training This DOES NOT include background and working files (0004) or records of formally established schools which train employees in specialized program areas (e g , law enforcement, national defense, etc) See the DRS Mission Bucket Schedule or DRS Legal, Regulatory Compliance, and Enforcement Bucket Schedule (DAA-0048-2014-0001) for items pertaining to these records. 5 Examining and Certification records concerning lost or exposed test materials, including circumstances of loss, recovery efforts, and corrective action 6 Reports and logs documenting all recordable occupational injuries and illnesses 7 Handicapped Individuals Appointment Case files (position title/description, medical examiner's report, statement explaining accommodation, and other related documents) 8 All time and attendance records upon which leave input data is based (sign-in sheets, time cards, flextime records, leave applications for jury and military duty, authorized overtime, or other similar records)

9 Records used to input time and attendance data into a payroll system 10 Tax files, including employee withholding allowance certificate, agency copy of employee wages/tax statements, and agency copy of employer reports of Federal tax withheld (e.g , Internal Revenue Service forms W-2, W-4, W-3, and statement equivalents) This item provides an exception for several GRS items of 7 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s) Program offices dedicated to an administrative function as its mission may have records which require a different retention than what is listed here if the office acts in an oversight or compliance role, or represents the Department as a whole Consult your records liaison or Bureau Records Officer for additional information before applying this disposition if uncertain

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	GRS 1-7a2 GRS 1-19 GRS 1-28a1 GRS 1-28b GRS 1-29a1 GRS 1-29b GRS 1-33j GRS 1-34 GRS 1-40 GRS 2-7 GRS 2-8 GRS 2-13a GRS 2-13b GRS 2-13c N1-022-02-01, Item 04a N1-022-05-01, Item 76b ADMI-427 N1-048-08-04, Items 7556 2, 7556 3, 7556 5, 7556 11, 7556 13, and 7556 15 N1-048-08-18, Items 7564 1 and 7564 2 N1-048-09-08, Item 6452 N1-048-10-01, Item 8 8 2

		N1-057-08-01, Items 408-01b, 409-07, 412-01, 413-01b, 413-01c(2), 413-02a, 413-03, 415-01b, and 415-01d2 N1-115-94-3, Items PER-1 10, PER-4 00, PER-5 40, PER-8 00, PER-9 00, PER-15 30, PER-16 00, PER-17.00, and PER-17 10 N1-115-07-01, Item ADM-25 10, PER-14 00 N1-473-12-1, Item 1B N1-589-12-1, Item 1B
	Disposition Instruction	
	Cutoff Instruction	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified
	Retention Period	Destroy 7 year(s) after cut-off
	Additional Information	
	GAO Approval	Required and Received
2 3	Retirement and Payroll Records Warranting Extended Preservation This includes payroll and retirement records of long-term interest to employees, generally to ensure receipt of benefits, satisfaction of any retirement claims, and full documentation of employee payroll To qualify for this item, records must address issues of long-term significance to an individual's employment and associated benefits	
2 3 1	Retirement Records	
	Disposition Authority Number	DAA-0048-2013-0001-0006
	Records related to specific retirement benefits claims	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-048-10-01, Item 8 1 N1-048-10-01, Item 8 2 N1-048-10-01, Item 8 3 N1-048-10-01, Item 8 8 1

	Disposition Instruction	
	Cutoff Instruction	Cut off upon final closure of the issue (final decision, settlement, etc)
	Retention Period	Destroy 60 year(s) after cut-off
	Additional Information	
	GAO Approval	Not Required
2 3 2	Payroll System Data	
	Disposition Authority Number	DAA-0048-2013-0001-0007
	Electronic copy of payroll records maintained as the primary record for Interior Contains pay data on each employee within the agency. Currently this data is managed in the Federal Personnel Payroll System (FPPS) Of particular note, the Federal Personnel Payroll System (FPPS) is included under this item, with data including personnel, position, payroll, time & attendance, debt collection, retirement, health insurance, benefits, transactions through employee self-service entities, such as TSP, Employee Express, Benefeds, FSAFeds, and others, external reporting (Treasury, OPM, IRS), and other personnel and payroll information If FPPS is superseded, the new system/solution is also subject to this disposition authority	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-048-08-03 item 7551.1
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the pay year
	Retention Period	Destroy 56 year(s) after cut-off
	Additional Information	
	GAO Approval	Not Required
2 3 3	Other Long-term Records	

	Disposition Authority Number	DAA-0048-2013-0001-0008
	All other long-term human resources records appropriate for this category (see description in overview)	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-048-08-04, Item 7556 1 N1-048-08-16
	Disposition Instruction	
	Cutoff Instruction	Cut off upon separation of employee from the Department of the Interior
	Retention Period	Destroy 60 year(s) after cut-off
	Additional Information	
	GAO Approval	Not Required
2 4	Human Resources Records of Specific Temporary Value	
	Disposition Authority Number	DAA-0048-2013-0001-0009
	These records are necessary to provide accountability for a specific human resources function or functions, but are not necessary for agency business immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time Even when not required, preservation of such documents may weaken active records Records that are filed under this category must be carefully identified and approved by a Responsible Records Officer for inclusion if they are not specifically referenced in the following list 1 Position Classification Appeals Certificates of classification issued by OPM 2 Records concerning interviews with employees 3 Supervisors' personnel files and duplicate eOPF documentation 4 Temporary Individual Employee Records All copies of correspondence and forms maintained EXCLUDING the Immigration and Natural Service Form 1-9 and performance related records 5 Operating personnel office correspondence and forms relating to pending personnel actions for individual employees (exclusive of what is maintained in eOPFs or provided for elsewhere in this schedule) 6 Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units at an agency, when	

the information is summarized on a statistical report (if not summarized, see 0004) 7 Examination and Certification Records Correspondence or notices received from eligibles indicating a change in name, address, or availability, control records of examination test materials including a running inventory of test material in stock, Application Record Card (OPM Form 5000A, or equivalent), and Interagency Placement Program (IPP) application and registration sheet 8 Employee acknowledgment of notice forms for workplace drug testing programs 9 Form TSP-1 or equivalent authorizing deduction of employee contribution to the Thrift Savings Plan 10 Direct Deposit Sign-up Form (SF 1199A or equivalent) 11 Reports, registers, and other control documents relating to retirement (including SF 2807 or equivalent) 12 Housing assignment and vacancy cards for individual tenants, housing unit cards are filed under 0004

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	1-7d(2) 1-8 1-10a 1-17a 1-17c 1-18a 1-18b 1-20a 1-33c 1-33d 1-33e 1-33r 2-16 2-17 2-28 15-5a

Disposition Instruction

Cutoff Instruction	Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded,

		position discontinued, etc) See specific bureau/ office instructions for individual cases
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Required and Received
3	Financial and Acquisition Management This item provides disposition authority for all DOI activities devoted to purchasing, tracking, and overall management of goods, services, and finances This includes budget formulation and management, travel records, contract operations, property management, stores/plant accounting, expenditure accounting, and procurement records	
3 1	Short-term Financial and Acquisition Records	
	Disposition Authority Number	DAA-0048-2013-0001-0010
	These records encompass financial/acquisition functions described above that are produced and maintained in the course of routine business, and do not reflect government activities that are subject to additional preservation Records in this item often provide input into more valuable financial records, either as supporting documentation or as a submission for a more comprehensive record Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities There are numerous records covered under this item, and compiling an exhaustive list would not be possible Offices are responsible for creating a detailed file plan or similar document to note all records they create and maintain, including records in this category, and must work with their Responsible Records Officer to ensure that all records are appropriately identified and accounted for The following list is a broad overview of the records covered by this item, with specific details included where possible, but it should not be considered a complete and exclusive listing of all pertinent documents Specific records covered by this item 1 General correspondence and subject files of offices concerned with finance and acquisition management which involve internal operations and administration 2 Inventory requisition files (inventory lists/cards, report of survey files, and other papers used for adjustment of inventory records) and supply management records not included within a case file or other file 3 Grant administrative files for the routine operations and daily activities in administration of a grant program 4 Unique grants/contracts files, including Unsuccessful (rejected or withdrawn) grant application files, including any associated correspondence or other records, Contract Appeals Case files, Small and Disadvantage Business Utilization files, and Contractor's payroll files submitted in accordance with Department of Labor regulations (with any related papers, certifications, or affidavits) 5 Federal Activities Inventory Reform (FAIR) Act Records created under OMB Circular A-76 This item covers copies of A-76 case files/studies maintained by offices that DO NOT have primary responsibility For offices with primary responsibility, see 0011 6 Excess Personal	

Property Reports 7 Most budget and apportionment records, including cost statements , narratives statements, appropriation language sheets, and other data accumulated in preparation of budget estimates, budget reports EXCLUDING the annual report at end of fiscal year (see 0011), budget apportionment and reapportionment schedules, budget justifications and estimates, and budget execution files maintained in the Office of Budget 8 Certain accountable officers' files (most are under 0011), including memorandum copies of accountable officers' returns (statements of transactions and accountability, all supporting vouchers, schedules, etc), GAO notices of exceptions (e g , SF 1100, formal or informal), and accounting administrative files 9. Specialized stores, plant, and cost accounting records, particularly those with extensive plant and stock inventories These records reflect the net monetary worth of the agency and its assets, and are periodically reconciled with the supply data found in stock inventory records, but they do not include procurement papers Included are invoices (or equivalent) used for store accounting purposes; returns and reports, working files for accumulating accounting data, plant account cards/ledgers (except those pertaining to structures); and other cost accounting and cost data records 10 General travel and transportation records, including routine administrative records pertaining to commercial and noncommercial agency travel/transportation, records documenting the issue or receipt of accountable documents, annual reports concerning official passports, and Federal Employee Transportation Subsidy records This item provides an exception for many GRS items of 3 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	GRS 3-2 GRS 3-4a GRS 3-4b GRS 3-8a GRS 3-9a GRS 3-9b GRS 3-9c GRS 3-11 GRS 3-13 GRS 3-14

		GRS 3-15b GRS 3-17 GRS 3-18b GRS 4-1 GRS 4-2 GRS 5-1 GRS 5-2 GRS 5-3b GRS 5-4 GRS 6-1b GRS 6-2 GRS 6-5a GRS 6-5b GRS 6-9 GRS 7-1 GRS 8-1 GRS 8-2 GRS 8-3 GRS 8-4 GRS 8-5 GRS 8-6a GRS 8-6b GRS 8-7a GRS 8-7b3 GRS 9-4a GRS 9-4b GRS 9-5b GRS 9-7 NC1-22-78-1, Item 80b BUDG-312 N1-022-05-01, Item 20b ADMI-416 N1-048-08-22, Items 1208 1 and 1208 2 N1-048-10-01, Item 10 2 N1-048-10-2, Items 7207 2, 7208, 7213, and 7251 N1-057-08-01, Item 303-05c N1-057-08-02, Items 701-02, 701-06, and 703-05 N1-057-08-06, Items 1001-01, 1002-01, 1003-01, and 1004-01 N1-115-94-2, Items PRM-2 00, PRM-3 00, PRM-5 00, PRM-6 00, FIN-5 00, and FIN-11 00 N1-115-07-1, Item ACM-10 00
	Disposition Instruction	
	Cutoff Instruction	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified

Retention Period Destroy 3 year(s) after cut-off

Additional Information

GAO Approval Required and Received

3 2 Long-term Financial and Acquisition Records

Disposition Authority Number DAA-0048-2013-0001-0011

This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation Though records in this category are more specific than those identified under 0010, it is still a broad group of documents, and an exhaustive list may not be feasible If not addressed below, offices must coordinate with their Responsible Records Officer to determine if this item is appropriate, and include such records under their office file plan, or similar documentation Specific records covered by this item 1 Procurement, supply, and grant records including records necessary for the award, administration, receipt, inspection, and payment of procurement (contracts, requisitions, purchase orders, leases, and bond and surety records, with any correspondence or related papers), solicited and unsolicited bids and proposals, whether successful, unsuccessful, cancelled, or unopened, requisitions for nonpersonal services (duplicating, laundry, binding, etc), telephone statements and toll slips; tax exemption certificates; and related papers 2 Case files for the sale of surplus personal property, including invitations, bids, acceptances, lists/inventory, evidence of sale, and related documents 3 Annual end of fiscal year budget report 4. Original copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors (includes statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement voucher, and all other schedules and vouchers, EXCLUDING accounts pertaining to payroll or American Indians 5 Other accountable officers' records, including certificates of settlement of accounts of accountable officers, statements of differences, and related records, records relating to availability, collection, custody, and deposit of funds (includes appropriation warrants and certificates of deposit), and gasoline sales ticket, telephone toll tickets, and other documents filed in support of payments/purchases 6 Administrative claims files (EXCLUDING claims for which collection action has been terminated under 4 CFR Part 104, for terminated claims in which the government is entitled to additional time to initiate legal action, see 0012) / Waiver of Claims Files 7 Expenditure accounting records showing in summary fashion how agency funds, appropriated and nonappropriated, are spent after allotment by the Office of Management and Budget (OMB), and the sources and nature of any receipts Included are general accounting ledgers, summarizing the financial status and financial transactions of an agency, records showing the status of obligations and allotments under authorized appropriations, and records used as posting and

control 8 Travel records documenting the movement of goods and persons The records include bills of lading, transportation requests, transportation vouchers, per diem vouchers, travel authorizations, and all supporting documentation This item DOES NOT include passport records, transportation subsidy files, or routine administrative travel files identified in 0010 This item provides an exception for several GRS items of 7 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s) Program offices dedicated to an administrative function as its mission may have records which require a different retention than what is listed here if the office acts in an oversight or compliance role, or represents the Department as a whole Consult your records liaison or Bureau Records Officer for additional information before applying this disposition if uncertain

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	GRS 3-3a1a GRS 3-3a1b GRS 3-3d GRS 3-5a GRS 3-5b1 GRS 3-5b2a GRS 3-5b2b GRS 3-5c1 GRS 3-5c2 GRS 3-6a GRS 3-6b GRS 3-7 GRS 3-10 GRS 3-12 GRS 3-18a GRS 4-3a GRS 4-3b GRS 5-3a GRS 6-1a GRS 6-3a GRS 6-3b GRS 6-4

GRS 6-7
GRS 6-8
GRS 6-10a
GRS 6-10b1
GRS 6-10b2b
GRS 6-10b3
GRS 6-10c
GRS 6-11a
GRS 6-11b
GRS 7-2
GRS 7-3
GRS 7-4a
GRS 7-4b
GRS 9-1a
GRS 9-1b
GRS 9-1c
GRS 9-1d
GRS 9-1e
GRS 9-2
GRS 9-3a
NC1-22-78-1, Items 09a CONT-410 and 80a BUDG-312
N1-048-08-10, Item 7558 1
N1-048-08-12, Item 7151 0
N1-048-08-14, Item 7562
N1-048-08-17, Item 7563
N1-048-08-26, Item 7560
N1-048-09-06, Items 7554 1, 7554 2, and 7554 3
N1-048-10-02, Items 7204, 7206, and 7214 2
N1-048-10-04, Items 1219 and 1220
DAA-0048-2012-0002, item 4
N1-057-08-01, Items 303-01a and 306-04
N1-057-08-02, Items 605-02, 605-03, 701-01, 701-04, 701-05a, 701-09, 703-16a, 703-16b, 801-01e(1), and 801-01e(2)
N1-079-08-9, Item 10C
N1-115-94-2, Items ACM-1 10, ACM-2 00, PRM-1 10, FIN-1 10, FIN-2 00, FIN-3 00, FIN-8 00, and FIN-15 00
N1-115-07-1, Items FIN-6.10, PRM-9 00, and PRM-19 00
N1-473-12-1, Items 1A, 1C, 1D
N1-589-12-1, Items 1A, 1C, 1D

Disposition Instruction

	Cutoff Instruction	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified
	Retention Period	Destroy 7 year(s) after cut-off
	Additional Information	
	GAO Approval	Required and Received
3 3	Financial and Acquisition Records of Specific Temporary Value	
	Disposition Authority Number	DAA-0048-2013-0001-0012
	These records are necessary to provide accountability for a particular financial/ acquisition function or functions, but are not necessary immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time Even when not required, preservation of such documents may weaken active records Records that are filed under this category must be carefully identified and approved by a Responsible Records Officer for inclusion if they are not specifically referenced in the following list 1 Real property accountability files used to maintain current data on individual properties, updated whenever additional properties are acquired or when changes occur to existing properties 2 Real property utilization survey reports containing narrative and photographic information on whether or not specific properties are being used for their intended purposes 3 Contractor's statement of contingent or other fees (SF 119 or equivalent statement) filed separately from the case file and maintained for enforcement or report purposes 4. Administrative claims for money or property determined to be due to the United States for which the Government is entitled to additional time to initiate legal action 5 Certain records relating to official passports (registers and lists of agency personnel with official passports, applications and issuance files for official passports)	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	GRS 3-16 GRS 6-10b(2)(b) GRS 9-5a GRS 9-5c NC1-22-78-1, Item 09b CONT-410

		N1-049-90-01, Items 4/5b and 4/5c N1-057-08-06, Item 1001-02 N1-057-11-01, Items 303-08a, 303-08c, and 303-08d
	Disposition Instruction	
	Cutoff Instruction	Cut off when the object or subject the records refer to is removed/discontinued (e g register/list superseded, ID expired, account closed, property sold, etc) See specific bureau/office instructions for individual cases
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Required and Received
4	Information Technology These records document the Department's creation, management, and use of IT systems and applications to automate office functions, whether strictly administrative or not Such records include system design and implementation, change management, technological specifications, system security files, maintenance and monitoring records, system documentation, risk management, and all related forms and documents for managing electronic systems This item DOES NOT cover the record copy of data within a system or application, these records should be filed according to their records value, regardless of media	
4 1	Short-term Information Technology Files These records encompass IT files described above that are not needed extended retention Records are characterized by being necessary for day-to-day operations but not long-term justification of the bureau/office's activities This typically includes all records necessary for the management of a specific system or application, or a related group of the same (e g a server) Broad management of IT resources generally requires longer preservation and should be filed under 0016, below This item provides an exception for many GRS items of 3 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)	
4 1 1	System Maintenance and Use Files	
	Disposition Authority Number	DAA-0048-2013-0001-0013
	These records include • Error reports, ticklers, system operation reports • Tests and reports of system performance • Input files, work files, valid transaction files • System usage monitoring files (log-in, password files, audit trail, cost-back files, etc) • System backups • Inventories of IT assets and equipment • User IDs, profiles, authorizations, etc • Computer Security Incident handling, reporting, and follow-up records • Workload schedules, run reports, schedules of maintenance and support activities • Problem reports and related decision documents relating	

to software infrastructure of an individual system • Help desk and customer assistance files, including logs, problem response, monitoring and clearance This item provides an exception for many GRS items of 3 years temporary retention or lower, unified under a single item to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	GRS 2-22a GRS 20-1a GRS 20-1b GRS 20-1c GRS 20-2b GRS 20-2c GRS 20-2d GRS 20-8a GRS 20-8b GRS 24-2 GRS 24-3a GRS 24-3b2 GRS 24-4a1 GRS 24-4a2 GRS 24-4b1 GRS 24-6b GRS 24-7 GRS 24-8a GRS 24-8b GRS 24-8c GRS 24-10a GRS 24-10b GRS 24-11c N1-048-07-04, items 7102 9b, 7103 9b, 7104 9b, 7105 9b, 7106 9b, 7107 9b, 7108 2, 7108 3, 7108 5 N1-048-08-01, Items 3112 and 3115 N1-048-08-03, Items 7551 2, 7551 3, 7552 2, and 7553 2 N1-048-10-01, Items 6 1 8, 6 1 9, and 6 1 10

		N1-048-11-03, Items 1409 1 and 1409 2 NC1-49-85-2, Item 12/3b N1-49-96-6, Items 20/16, 20/19, 20/20d, 20/20g, 20/51 N1-49-99-2, Items 18/34b, 18/34d, 18/34e, 18/34f, 18/34j N1-49-00-4, Items 18/35a(2), 18/35b, 18/35c(2), and 18/35d N1-057-02-03, Item 503-01b N1-057-08-01, Items 202-01c, 301-01e, 413-01a, and 413-01c1 N1-079-08-8, Item 9D N1-115-94-1, Items IRM-6 00, IRM-7 10, and IRM-7 20
	Disposition Instruction	
	Cutoff Instruction	Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded
	Retention Period	Destroy no later than 3year(s) after cut-off
	Additional Information	
	GAO Approval	Required and Received
4 1 2	System Planning, Design, and Documentation	
	Disposition Authority Number	DAA-0048-2013-0001-0014
	These records include • Data system specifications, codebooks, record layouts, user guides, output specifications, and final reports • System security plans and disaster recovery plans • Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of a risk action plan, service test plans, and test files/data • Agreements formalizing performance criteria for quantity and quality of service, including responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements • Managing third-party services, including control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance • IT management and service operations documents for identifying and allocating charges and tracking payments for computer usage, data processing, and other IT services (EXCLUDING the agency's cost accounting system) • Data and reports on implementation of a system or application • Resource and demand management for a system • Documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting changes • Documentation of software distribution and version management Note that system documentation concerning electronic systems of Permanent retention are not covered by this item, and should continue	

to follow GRS 20-11a2, requiring that they be transferred with the associated permanent electronic records This item provides an exception for many GRS items of 3 years temporary retention or lower, unified under a single item to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	GRS 20-11a1 GRS 24-3b1 GRS 24-5a GRS 24-5b GRS 24-9a GRS 24-9b GRS 24-9c GRS 24-11a N1-048-07-04, items 7101.10, 7102 9c (a), 7103 9c (a), 7104 9c (a), 7105 9c (a), 7106 9c (a), 7107 9c (a), 7108.1, 7108 6, and 7108 7 N1-048-08-01, Items 3110 and 3111 NC1-49-85-2, Item 12/3a N1-49-96-6, Item 20/18a N1-49-99-2, Items 18/34g, 18/34h, and 18/34i N1-057-08-01, Item 413-01d

Disposition Instruction

Cutoff Instruction	Cut off when superseded by a newer version or upon termination of the system
Retention Period	Destroy 3 year(s) after cut-off

Additional Information

GAO Approval	Not Required

4 2 Long-term Information Technology Records

Disposition Authority Number	DAA-0048-2013-0001-0015

This disposition applies to records maintained for overall management of an IT program These records differ from those referenced in 0013-0015 above by being concerned with the management, planning, and implementation of all systems and applications that an agency, bureau, or office uses Records include • IT acquisition and management • Developing and maintaining IT architecture • Promoting the efficient design and operation of major information resources management processes • Monitoring and performance of IT programs • Development of knowledge and skills for IT staff These records are typically created and maintained by the Chief Information Officer (CIO) and reporting program offices, such as IT capital investments, enterprise architecture, CIO committee files, and related/supporting documents This item applies to the records of the Departmental CIO as well as those of deputy and subordinate CIOs (currently referred to as Assistant Directors of Information Resources, or ADIRs) at the bureau or program office level This item provides an exception for several GRS items of 7 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	GRS 24-1a GRS 24-1b GRS 24-6a GRS 24-11b GRS 27-1 GRS 27-2 GRS 27-3 GRS 27-4 GRS 27-5 GRS 27-6 N1-048-06-08, Items 4307 a, 4307 b, 4307 c, and 4307 d N1-048-08-01, Items 3101 2, 3103, 3104 1, 3105, 3107, 3108, 3109 2, and 3113 N1-048-10-01, Items 6 1 1, 6 1 2, 6 1 3, 6 1.4, 6 1 11, 6 2 1, and 6 4 N1-49-96-6, Item 20/18b

	N1-49-99-2, Item 18/34c N1-115-94-1, Items IRM-1 10, IRM-2 00, IRM-3 00, IRM-4 00, and IRM-5 00 N1-473-12-1, Items 1O, 1P, 1Q, 1R, 1S, and 1T N1-589-12-1, items 1O, 1P, 1Q, 1R, 1S, and 1T
Disposition Instruction	
Cutoff Instruction	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified
Retention Period	Destroy 7 year(s) after cut-off
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
11/14/2012	Certify	David Alspach	Records Officer DOI Office Of the Secretary	Office of the Secretary - Records Group 048
03/04/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
04/01/2013	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
04/02/2013	Certify	David Alspach	Records Officer DOI Office Of the Secretary	Office of the Secretary - Records Group 048
04/11/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/15/2013	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
05/15/2013	Certify	David Alspach	Records Officer DOI Office Of the Secretary	Office of the Secretary - Records Group 048
06/19/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/27/2013	Submit For Certification	David Alspach	Records Officer DOI Office Of the Secretary	Office of the Secretary - Records Group 048
06/27/2013	Certify	Edwin McCeney	Departmental Records Manager	Office of the Secretary - Office of the Chief Information Officer

10/29/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
11/07/2013	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
11/14/2013	Certify	Edwin McCeney	Departmental Records Manager	Office of the Secretary - Office of the Chief Information Officer
11/21/2013	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
12/23/2013	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
12/23/2013	Certify	Edwin McCeney	Departmental Records Manager	Office of the Secretary - Office of the Chief Information Officer
01/02/2014	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
01/03/2014	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
01/15/2014	Certify	David Alspach	Records Officer DOI Office Of the Secretary	Office of the Secretary - Records Group 048
01/30/2014	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
02/18/2014	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
02/18/2014	Certify	David Alspach	Records Officer DOI Office Of the Secretary	Office of the Secretary - Records Group 048

03/05/2014	Return for Revisio n	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
03/26/2014	Submit For Certific ation	John Langsdorf	Records Manageme nt Specialist	Office of the Secretary - National Business Center IMB
03/28/2014	Certify	David Alspach	Records Officer DOI Office Of the Secret ary	Office of the Secretary - Records Group 048
05/13/2014	Return for Revisio n	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
05/19/2014	Submit For Certific ation	John Langsdorf	Records Manageme nt Specialist	Office of the Secretary - National Business Center IMB
05/19/2014	Certify	David Alspach	Records Officer DOI Office Of the Secret ary	Office of the Secretary - Records Group 048
06/17/2014	Submit for Concur rence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
06/18/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
06/18/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
06/19/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

Introduction to the DOI Departmental Records Schedule (DRS)

The U S Department of the Interior (DOI), Record Group 048, protects and manages the Nation's natural resources and cultural heritage, provides scientific and other information about those resources, and honors its trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities In accomplishing this mission, DOI records these activities, maintaining adequate and proper documentation of Department policies and transactions, through its comprehensive records management program. DOI serves its customers in the four broad areas of recreational uses, commercial uses, community services, and science for decision making This service is reflected in the Department's Strategic Plan (2011-16), which identifies the following five mission areas:

1 Provide Natural and Cultural Resource Protection and Experiences
2 Sustainably Manage Energy, Water, and Natural Resources
3 Advance Government-to-Government Relationships with Indian Nations and Honor Commitments to Insular Areas
4 Provide a Scientific Foundation for Decision Making
5 Building a 21st Century Department of the Interior

Department Organization:
The Department is guided by the Office of the Secretary (048) and includes the following Bureaus

- Bureau of Indian Affairs (075)
- Bureau of Land Management (049)
- Bureau of Ocean Energy Management (589)
- Bureau of Reclamation (115)
- Bureau of Safety and Environmental Enforcement (473)
- Fish and Wildlife Service (022)
- National Park Service (079)
- Office of Surface Mining, Reclamation, and Enforcement (471)
- US Geological Survey (057)

For a high-level departmental organizational chart, visit·
http //www doi gov/whoweare/orgchart cfm

Methodology:
The Department culled the Lines of Business applicable to its mission and operations, then added relevant categories from the Department's Strategic Plan and the Office of Budget's Accounting Business Codes The resulting Lines of Business were then divided among the categories of policy, mission, legal, and administrative buckets Each bureau was asked to map the existing records retention schedules to the Department's Lines of Business, which are listed below The crosswalks showing this work are attached.

I. Provide Natural and Cultural Resource Protection and Experiences

a Cultural and Heritage
b Disaster Management
c Economic Development
d. Recreation

e Wilderness Management
f Wildland Fire

II. Sustainably Manage Energy, Water, and Natural Resources

a Biological Resources
b Energy
c Land Management Planning, Environmental Management, Land Conservation, and NEPA
d Land Use
e. Marine Conservation
f. Minerals
g Water

III. Advance Government-to-Government Relationships with Indian Nations and Honor Commitments to Insular Affairs

a Indian Trust
b International and Insular Affairs
c Tribal Government

IV. Provide a Scientific Foundation for Decision Making

a General Science

V. Building a 21st Century Department of Interior

a Community and Social Services
b Education
c Geospatial Services
d Public Affairs
e Public Health and Safety
f Technology Development and Transfer
g Transportation
h Use Authorization

This move to a department schedule, from individual bureau schedules, moves Record Groups 022 (FWS), 049 (BLM), 057 (USGS), 075 (BIA), 079 (NPS), 115 (BOR), 471 (OSMRE), 473 (BSEE), and 589 (BOEMRE) to 048 All FRC, Annual Move, and Direct Offer interactions with NARA will continue to be broken out according to the assigned Record Group number for the creating agency The underlying authority for each interaction will be the approved DRS authority established by this schedule

This disposal authority will only apply on a "day-forward" basis from date of approval, and does not require retroactive changes to existing accessions at the FRCs

Automation:

As part of the DOIs comprehensive records management program, DOI developed the eMail Enterprise Records and Document Management System (eERDMS) program with the objective of providing the Department with a single cohesive integrated records and information

governance platform, which directly supports M-12-18, the Presidential Directive on Records Management The eERDMS program is designed to support and manage Departmental records, including email, documents, and related content information, independently, fixed or mobile. eERDMS consists of four major systems brought together to support records, content management, case management, forms management, and dash-boarding capabilities Migrating DOI to the Departmental Records Schedule described above will enable a smoother and more consistent implementation of eERDMS

Note Regarding BIA, OST, and OHA Administrative Records

For the Bureau of Indian Affairs (BIA) and Office of the Special Trustee for American Indians (OST), records specific to the Indian Fiduciary Trust Responsibility and/or mission specific records will be scheduled separately The Department's Administrative Bucket Schedule will not be used to manage these records

Similarly, records in the Office of Hearings and Appeals (OHA) identified in this records schedule are purely administrative and do not document or support decisions or case material in a substantive way

Note Regarding Other GRS Items

Although the following schedule supersedes a large number of existing GRS and non-GRS administrative records schedules, there are many that are not affected In some cases, existing schedules are obsolete, either due to age or because they address records or handling practices that are no longer accurate However, there are many GRS items that remain active and in use, either due to exceptionally short retention times that can be utilized without change, or because laws or regulations prevent altering their disposition This includes

GRS 1-1a	GRS 2-6a	GRS 14-1
GRS 1-1b	GRS 2-14a	GRS 14-2
GRS 1-4a	GRS 2-14b	GRS 14-5
GRS 1-4b(3)	GRS 2-14c	GRS 14-23
GRS 1-12d	GRS 2-23b	GRS 14-36a
GRS 1-21a(1)	GRS 3-1a	GRS 17-1
GRS 1-21a(2)	GRS 3-1b	GRS 17-5
GRS 1-23a(1)	GRS 3-5d	GRS 18-18
GRS 1-23a(2)	GRS 3-8b	GRS 18-25a
GRS 1-23a(3)(a)	GRS 4-4	GRS 20-11a(2)
GRS 1-23a(3)(b)	GRS 6-10b(2)(a)	GRS 20-12b
GRS 1-23a(4)	GRS 8-7b(1)	GRS 21-6
GRS 1-23a(5)	GRS 8-7b(2)	GRS 21-7
GRS 1-23b(1)	GRS 12-1	GRS 21-11
GRS 1-23b(2)(a)	GRS 12-3a	GRS 21-16
GRS 1-23b(2)(b)	GRS 12-3b	GRS 21-18
GRS 1-23b(3)	GRS 12-6b	GRS 21-22
GRS 1-23b(4)	GRS 12-6c	GRS 21-23
GRS 1-33i	GRS 12-6f	GRS 21-24
GRS 2-1b	GRS 13-4a	GRS 21-26
GRS 2-2	GRS 13-4b	GRS 23-6a

GRS 23-7
GRS 24-13a(1)
GRS 24-13a(2)
GRS 24-13b
GRS 25-1a
GRS 25-1b
GRS 25-2a(1)
GRS 25-2a(2)
GRS 25-2b(1)
GRS 25-2b(2)
GRS 25-2c(1)
GRS 25-3
GRS 25-4
GRS 25-5a
GRS 25-5b
GRS 26-6a
GRS 25-6b
GRS 25-7a
GRS 25-7b
GRS 25-8a
GRS 25-8b
GRS 25-9

Additionally, several GRS items are planned for integration with other Departmental Records Schedules, and are not included in the following schedule This includes

GRS 1-25a
GRS 1-25d(1)
GRS 1-25d(2)
GRS 1-25f
GRS 1-25g
GRS 1-25h(1)
GRS 1-25h(2)
GRS 1-25h(3)
GRS 1-25h(4)
GRS 1-27b
GRS 1-30a
GRS 1-30b
GRS 10-11a
GRS 18-14b
GRS 18-24a
GRS 18-24b
GRS 26-2a

Schedule 1 - Administrative Records

The records in the administrative schedule document routine operations and administrative management functions carried out across the Department of the Interior that support government business, but do not directly document the performance of the agency's mission Administrative records relate to common agency-wide functions such as· budget and finance, routine communications, information technology and services, payroll and benefits, personnel, procurement and supply, facilities management, and travel.

This schedule does not distinguish between types of media and should be considered media neutral Many administrative functions throughout the Department are conducted in both hard copy (paper) and electronic form, though increasingly offices are moving to the convenience of electronic records for administration Though the retention does not differ, cut off and handling instructions may differ for records in other media than paper

Overview of Schedule 1:

Administration

- 0001 – Short-term Administration Records
- 0002 – Long-term Administration Records
- 0003 – Administration Records of Specific Temporary Value

Human Resources Management

- 0004 – Short-term Human Resources Records
- 0005 – Long-term Human Resources Records
- **Retirement and Payroll Records Warranting Extended Preservation**
  - 0006 – Retirement Records
  - 0007 – Payroll System Data
  - 0008 – Other Long-term Records
- 0009 – Human Resources Records of Specific Temporary Value

Financial and Acquisition Management

- 0010 – Short-term Financial and Acquisition Records
- 0011 – Long-term Financial and Acquisition Records
- 0012 – Financial and Acquisition Records of Specific Temporary Value

Information Technology

- **Short-term Information Technology Records**
  - 0013 – System Maintenance and Use Records
  - 0014 – System Planning, Design, and Documentation
- 0016 – Long-term Information Technology Records

1.1 – Administration

This item provides disposition authority for all DOI activities devoted to the day-to-day management and maintenance of internal operations that are not associated with human resources/payroll, financial accounting and procurement, or information technology. These records cover a broad range of administrative functions which manage and support a program office, including routine office/housekeeping files, motor vehicle/fleet management, space and facilities management records, communications; printing, binding and duplication functions; information management (including FOIA, Privacy Act, and Records Management); administrative management, routine/draft photographs, cartographic records, and architectural/engineering drawings, audiovisual records, certain temporary commission records, and certain routine security and protective services records.

A. [0001] Short-term Administration Records

These records encompass administrative functions described above that are produced and maintained in the course of routine business, and do not reflect government business that is subject to additional preservation Records in this item often provide input into more valuable administrative records, either as supporting documentation or as a submission for a more comprehensive record Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities

There are numerous records covered under this item, and compiling an exhaustive list would not be possible Offices are responsible for creating a detailed file plan or similar document to note all records they create and maintain, including records in this category, and must work with their Responsible Records Officer to ensure that all records are appropriately identified and accounted for. The following list is a broad overview of the records covered by this item, with specific details included where possible, but it should not be considered a complete and exclusive listing of all pertinent documents

Routine Administration Files include·

1 Correspondence and subject files pertaining to the administration and operation of an administrative program (space and maintenance, motor vehicle maintenance/operations, communications, printing/binding/duplication, information services, administrative management, security and protective services; and temporary commissions) which do not set policy or document mission-specific actions
2 Records pertaining to the routine management, maintenance, and day-to-day operation of motor vehicles and aircraft used by agencies, except as identified by 0002 or in the DRS Mission Bucket Schedule This includes maintenance records relating to service and repair, motor vehicle ledger and worksheets providing cost and expense data, reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data, records relating to individual employee operation of Government-owned vehicles (driver tests, authorization to use, safe driving awards, and similar), and records that pertain to the day-to-day operation of aircraft operated by Federal agencies (documenting departures, takeoffs, and destinations, passengers on board, requests for flights, flight orders, aircraft flight logs, flight plans, and similar records) (Note that certain records of the Office of Wildland Fire Coordination, the Office of Aviation Services, Fish and Wildlife Service, and the Bureau

of Land Management are not covered under this item, see the DRS Mission Bucket Schedule for additional information)

3 Records relating to space and maintenance (acquisition, allocation, utilization, assignment, reports, and other forms/documentation) This includes agency reports to the GSA, correspondence/reports to staff agencies relating to agency space holdings and requirements, and credentials files (receipts, indexes, listings, and accountable records) This item does not cover. (a) records that are an integral part of accountable officers' accounts (0010 and 0011); (b) records of procurement and supply (0010 and 0011), (c) actual identification credentials (cards, badges, permits, photographs, etc., see 0003), or (d) requests for building and equipment maintenance (see 0003).

4 Records documenting communication functions for an office, such as telecommunications, messenger service, package and mail delivery and other mail/communications administration Specific records include telecommunications equipment requests and telephone service, statistical reports of cost, work performed, and volume, reference copies of vouchers, bills, and invoices, records of installation, change, removal, and servicing of equipment; copies of agreements for telecommunications services, telephone use records, management of incoming and outgoing registered mail pouches, or of registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts; report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail, records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies, records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail, and correspondence, memoranda, directives, and guides relating to the administration of mail room operations This item does NOT include Metered Mail (see 0002)

5 Records relating to printing, binding, duplication, and distribution such as requests for service, control, production, distribution of individual projects, report files, and other supporting records These records pertain to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents. This item **does not** cover (a) the record copy of printed materials, (b) records retained by agencies for onsite audit and agency copies which are part of the accountable officers' accounts (see 0010 and 0011), (c) records relating to services obtained outside the agency, and (d) records that reflect agency programs, rather than administrative management functions

6 Records pertaining to information services (but not information technology or systems administration) and relations with requests for information from the public This includes Freedom of Information Act records (request files, recurring reports and one-time information requirements, and general agency implementation of the FOIA), Privacy Act records (request files, recurring/one-time reports, and agency implementation, Mandatory Review for Declassification files (request files, reports on agency implementation of the current Executive order on classified national security information, and other general agency implementation); and information service project case files This item does not include FOIA, Privacy Act, or Mandatory Declassification Requests that warrant long-term preservation (when a request is denied, and any appealed requests), Privacy Act amendment case files, or any documents concerning the erroneous release of government records

7 Records relating to administrative management activities, excluding personnel records, budget, and accounting, which are covered elsewhere (see 0004-0011) Included are management control records for routine operations of a program (reports and assurance statements created below the agency level, procedures and guidance files, risk analyses, control plans, and tracking files), records management activities limited to SF 115s Request for Records Disposition Authority (or similar record), records holdings files, and other routine correspondence, project and report control files, and records documenting the processing of Federal Register Notices

8 Security and protective services records including local copies of investigative files that are sent to other offices or agencies, and investigative files too minor to warrant such treatment

9 Classified information accounting and control records (including forms, ledgers, and registers) documenting the presence, receipt, issuance, and destruction of classified documents, requests and authorizations for individuals to access classifies files This item does not cover the aforementioned records as they might pertain to Top Secret material (see 0002 and 0003)

10 Facilities security and protective services, including reports of surveys/inspections of Government-owned facilities to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry, investigative files of fires, explosions, and accidents submitted for review and filing in other agencies or organizational elements, reports concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements, files relating to guard assignments and strength (including requirements for posts), guard force security checks, guard service control files documenting regular rounds, interruptions, and tests, reports and ledger records of police arrests, cars ticketed, and contact with outside police, files relating to accountability for personal property lost or stolen, files relating to accountability for keys issued for areas under maximum security, logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers for areas NOT under maximum security;

11. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted

12 Emergency operations files, including case files accumulated by offices responsible for the preparation and issuance of plans and directives, including a copy of each plan/directive issued, and any related background documents Also included are files concerning emergency operations tests conducted under agency plans This item **DOES NOT** cover the official record copy of each emergency plan or directive or consolidated and comprehensive reports of emergency operations tests (see DRS Policy Bucket Schedule, DAA-0048-2013-0008).

13. Audiovisual and related records created by or for the Department for administrative purposes, and routine events or activities not mission-related Audiovisual records include all forms of such media, including still and motion picture photography, graphic materials, and sound and video recordings. Related documentation includes (1) production files or other files documenting the creation, justification, ownership, and rights to the records and (2) finding aids used to identify or access the records.

14 Files that relate to day-to-day Commission activities for temporary commissions, boards, councils and committees (including continuing entities governed by renewable charters such as agency advisory committees), including correspondence, reference and working files of Commission staff, copies of committee records (agendas, meeting minutes, final reports) not maintained by the sponsor or Secretariat

15 Schedules of daily activities, EXCLUDING records relating to the official activities of high Government officials (see the DRS Policy Bucket Schedule, DAA-0048-2013-0008) and other records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists

This item provides an exception for many GRS items of 3 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)

Exceptions to the GRS include

GRS 10-1	GRS 13-6	GRS 18-3
GRS 10-2b	GRS 14-4	GRS 18-4
GRS 10-3	GRS 14-11a1	GRS 18-6
GRS 10-4	GRS 14-11a2a	GRS 18-8
GRS 10-7	GRS 14-14	GRS 18-9
GRS 10-9	GRS 14-15	GRS 18-11
GRS 11-1	GRS 14-21a1	GRS 18-13a
GRS 11-2a	GRS 14-21a2a	GRS 18-13b
GRS 11-2b1	GRS 14-25	GRS 18-14a
GRS 11-2b2	GRS 14-26	GRS 18-14c
GRS 12-2a	GRS 14-31a1	GRS 18-15a
GRS 12-2b	GRS 14-31a2a	GRS 18-15b
GRS 12-2c	GRS 14-34	GRS 18-16a
GRS 12-2d1	GRS 14-35	GRS 18-17b
GRS 12-2d2	GRS 16-2a1	GRS 18-18a
GRS 12-2e	GRS 16-2b	GRS 18-19b
GRS 12-4	GRS 16-4a	GRS 18-19c
GRS 12-5a	GRS 16-4b	GRS 18-20a
GRS 12-5b	GRS 16-5	GRS 18-20b
GRS 12-5c	GRS 16-6	GRS 18-21
GRS 12-6a	GRS 16-13a	GRS 18-22a
GRS 12-6d	GRS 16-13b	GRS 18-26
GRS 12-6e	GRS 16-14a	GRS 18-27
GRS 12-6g	GRS 16-14b	GRS 18-28
GRS 12-8	GRS 16-14c	GRS 21-1
GRS 13-1	GRS 16-14d	GRS 21-3
GRS 13-2a	GRS 16-14e	GRS 21-5
GRS 13-2b	GRS 18-1	GRS 21-9
GRS 13-3	GRS 18-2	GRS 21-12

GRS 21-14	GRS 21-20	GRS 26-2b
GRS 21-17	GRS 23-1	GRS 26-3
GRS 21-19	GRS 23-5a	GRS 27-7

Disposition· Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the fiscal year in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off

B. [0002] Long-term Administration Records

This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011).

Though records in this category are more specific than those identified under 0001, it is still a broad group of documents, and an exhaustive list may not be feasible If not addressed below, offices must coordinate with their Bureau Records Officer to determine if this item is appropriate, and include such records under their office file plan, or similar documentation

Specific records under this category include.

1 Records relating to motor vehicle or aircraft accidents, maintained by transportation offices, records relating to transfer, sale, donation, or exchange of vehicles, records that document logistical support relating to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services, comments on regulations, directives or other publications that relate to logistics matters; records relating general maintenance activities, modifications, or improvements designed to meet programmed requirements, records on specific aircraft, including logbooks, aircraft engine records, inspection and maintenance records, preventive maintenance inspections, diagnostic checkouts, spot check inspections, modifications/alterations, and maintenance requests
2 Official metered mail reports and all related papers
3 Records pertaining to information services (but not information technology or systems administration) and information requests from the public This includes Freedom of Information Act, Privacy Act, and Mandatory Review of Declassification requests when the request is appealed and/or denied, files maintained for control purposes in responding to FOIA, Privacy Act, and Mandatory Review for Declassification requests, Privacy Act Amendment case files, and files regarding the erroneous release of personally identifiable information (when not associated with a specific individual's file) This DOES NOT include Privacy Act Accounting of Disclosure files or erroneous release files associated with a specific individual's records, which maintain their disposition as detailed in the General Records Schedule (GRS 14-23 and 14-36a)
4 Records relating to particular administrative management activities, including general records management projects/activities not mentioned in 0001, forms files (one record copy of each form created by an office with related instructions and documentation), feasibility studies conducted before the installation of any technology or equipment

associated with information management, and Information Collection reviews and budget files Note that this item does not cover audits or internal control reviews (see DRS Legal, Regulatory Compliance, and Enforcement Bucket Schedule – DAA-0048-2014-0001) program monitoring, or policies/directives (see DRS Policy Bucket Schedule – DAA-0048-2013-0008)

5 Security and protective services records created by agencies to control and protect classified information, and to secure government facilities, limited to· Top Secret accounting and control files; registers maintained at control points to account for Top Secret documents (including receipt, dispatch, or destruction of the documents), surveys and inspections of private facilities assigned security cognizance by the Department, registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas; and reports on automobiles and passengers for areas under maximum security

6 Personnel identification and Passport photographs

This item provides an exception for several GRS items of 7 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)

Exceptions to the GRS include

GRS 10-5	GRS 14-21a	GRS 16-2a2
GRS 10-6	GRS 14-22a	GRS 16-3a
GRS 10-10	GRS 14-22b	GRS 16-7
GRS 10-11b	GRS 14-22c	GRS 16-9
GRS 10-12	GRS 14-24a	GRS 16-12
GRS 10-13	GRS 14-24b	GRS 18-5a
GRS 12-7	GRS 14-31a3a	GRS 18-10
GRS 14-11a3a	GRS 14-32a	GRS 18-17a
GRS 14-12a	GRS 14-33a	GRS 21-2
GRS 14-13a	GRS 14-33b	GRS 26-4
GRS 14-13b	GRS 14-36b	

Note that program offices dedicated to control, oversight, and execution of an administrative function for the entire Department may have records which require a stronger retention than what is listed here Consult your records liaison or Responsible Records Officer for additional information before applying this disposition for records pertinent to the Department as a whole

Disposition Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off

C. [0003] Administration Records of Specific Temporary Value

These records are necessary to provide accountability for a specific administrative function or functions, but are not necessary immediately after fulfillment of that purpose, and often

cannot be legally retained beyond that task or duty for any substantial length of time Even when not required, preservation of such documents may weaken active records

Records that are filed under this category must be carefully identified and approved by a Bureau Records Officer for inclusion if they are not specifically referenced in the following list

Records under this category include:

1 Current personnel credentials, building access, and property access files, including· receipts, indexes, listings, and accountable records for personnel credentials files; current building access files (key or code records, emergency call cards, employee identification cards, and lists or rosters showing current security clearance status of individuals), property pass files authorizing removal of property and materials, and files for accountability of keys issued (for areas NOT under maximum security)
2 Drawings of temporary relevance to facilities/space management, such as. architectural drawings of temporary structures or buildings not critical to a mission function, drawings of electrical, plumbing, heating, air conditioning, or other facilities systems, and floor plans indicating occupancy of a building
3 Inventories of federal records, library catalogs/finding aids, and other tracking and control records superseded by new versions
4 Security files for the protection of Top Secret and Classified documents, specifically forms accompanying documents to ensure continuing control/persons handling, and lists/forms used to records safe and padlock combinations, names of individuals with access, instances of access to documents, and other data controlling access to document containers
5 Arms distribution sheets, charge records, and receipts
6 Records for internal agency committees unrelated to an agency's mission
7 Certain records created by advisory commissions/committees (more fully described in the DRS Policy Bucket Schedule), including electronic version of websites, design/management/operation of websites, and duplicated commission records
8. Notices and issuances related to administrative functions (e g , payroll, procurement, training, travel, etc.), including any substantive documents related to development of the issuance.

Note that any security files involved in investigations must be retained in accordance with the investigation (see DRS Legal, Regulatory Compliance, and Enforcement Bucket Schedule)

Prior to destruction/deletion of non-duplicate commission records, NARA will review records and may identify portions that warrant permanent retention

<u>Exceptions to the GRS include</u>

GRS 11-4b	GRS 17-6	GRS 18-7a
GRS 16-1a	GRS 17-8	GRS 18-7b
GRS 16-1b	GRS 17-9	GRS 18-12
GRS 17-3	GRS 17-10	GRS 18-16b
GRS 17-4	GRS 18-5b	GRS 18-19a

GRS 18-19d	GRS 26-1a	GRS 26-2c3
GRS 18-23	GRS 26-2c1	
GRS 23-8	GRS 26-2c2	

Disposition Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed

1.2 – Human Resources Management

This item provides disposition authority for all DOI activities associated with the recruitment and management of personnel, except an employee's Official Personnel Folder, Individual Payroll Record, and Employee Medical Folders These records remain covered by the GRS

Records covered by this item include· agency personnel records relating to the supervision and management of Federal employees; payroll and pay administration records, and housing records accumulated in the maintenance and management of Federally owned and operated housing facilities for civilian employees of the Federal Government, military personnel, and others eligible by law to reside in the projects

Certain housing records are subject to other items in this schedule. Supply and fiscal files are covered by 0010 and 0011, as are many records of agent cashiers serving as housing rental managers Facilities, building, and equipment management records associated with government housing are covered by 0001 and 0002. See those items for additional information

A. [0004] Short-term Human Resources Records

These records encompass human resources/payroll files described above that are not needed for extended preservation Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities

There are numerous records covered under this item, and compiling an exhaustive list is not feasible. Offices are responsible for creating a detailed file plan or similar document to note all records they create and maintain, including records in this category, and must work with their Responsible Records Officer to ensure that all records are appropriately identified and accounted for. The following list is an overview of the records covered by this item, with specific details included where possible, but it should not be considered a complete and exclusive listing of all pertinent documents

Specific records in this category include

1. Correspondence, reports, and other records relating to personnel operations and functions
2 Service Record Cards
3 Position Classification files, including standards and guidelines to classify and evaluate positions, position descriptions, position classification surveys, classification survey reports, and classification appeals (excluding OPM classification certificate)
4 Performance Rating Board Case Files
5 Immigration and Naturalization Service Form I-9 (or equivalent)
6 Awards records, including. general awards files (recommendations/nominations, etc), length of service and sick leave awards, letters of commendation/appreciation, and reports for the Incentive Awards Program This item DOES NOT include records for department-level awards
7 Standard Form 50 or equivalent, documenting all individual personnel actions
8 Statistical reports in operating a personnel office and subordinate units.
9 Personnel office records relating to individual employees not maintained in eOPF and not provided for elsewhere in this schedule
10 Health unit records, including: Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units, if information does not include summarized medical information about individuals; temporary or short-term employee

medical records, and copies of statistical summaries and reports pertaining to employee health, retained by the reporting unit

11 Reasonable Accommodation Request records, and files fulfilling equivalent functions

12 Certain Equal Employment Opportunity (EEO) files, including· preliminary and background files not filed in the Official Discrimination Complaint Case Files or which do not develop into official complaint files, copies of complaint case files; and employee housing requests. NOTE Official Discrimination Complaints Case Files, EEO Compliance Reports, and most other EEO functions will be covered by Schedule 4 - Legal, Regulatory Compliance, and Enforcement (DAA-0048-2014-0001)

13 Personnel Counseling Records

14. Alcohol and Drug Abuse Program records

15 Alternative Dispute Resolution (ADR) files, limited to general correspondence, copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the agency's overall ADR program

16 Copies of records documenting ADR proceedings maintained in an office or bureau as supporting information Official ADR case files will be filed under Schedule 4 - Legal, Regulatory Compliance, and Enforcement – DAA-0048-2014-0001.

17. Background and working files relating to agency-sponsored training

18 Forms, reports, correspondence, and related medical and investigatory records concerning on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor

19 Merit Promotion Case Files

20 All examining and certification records except lost or Exposed Test Material Case Files (0005), correspondence/notices from eligible indicating a change in information (0009), test material stock control (0009), application record card (0009), and transitory/draft/input records Included in this broad category of records are delegated agreements; correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations, correspondence regarding examination requirements and job announcement development and publishing, register or inventory of eligible, letters to applicants denying transfer of eligibility; applications for positions filled from a register/inventory, or filled by case examining, request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, Certificate Files, and all papers upon which the certification was based, certification request control index and certificate control log system, records pertaining to requests for lists of eligible; reports of audits of delegated examining operations.

21 Denied health benefits requests (applications, court orders, denial letters, appeal letters, and related papers) If denial was successfully appealed, an enrollment file is created and this item is not used

22 Workplace Drug Testing Program Files (drug test plans and procedures, selection/scheduling records, records concerning the collection and handling of specimens, and test results) This item DOES NOT include formal directives/policy (see DOI Big Bucket Schedule 3 - Policy), any disciplinary case files that arise from drug testing program activities (see DRS Legal, Regulatory Compliance, and Enforcement

Bucket Schedule – DAA-0048-2014-0001), or employee forms acknowledging receipt of notice that their position is sensitive for drug testing purposes (see 0009 of this schedule)

23 Donated Leave Program Case Files
24 Wage survey reports, data, background information, and correspondence
25 Correspondence, memoranda, and other records used to assist retiring employees/survivors claim benefits.
26 Records created under implementation of the Federal Employees Pay Comparability Act
27. Alternate Worksite Records (requests/application, agreements, and similar records documenting participation in an alternate worksite program)
28. Leave application files when an employee has not initialed time card or equivalent
29 Employee leave record, when held by the creating agency
30 Combined Federal Campaign individual allotment, and other allotment authorizations
31 Levy and Garnishment files (notices, change slip, release, and other records or forms used to pay federal employee debt)
32 Payroll system reports for agency workload, personnel management, and fiscal information System reports for the operation of a system are filed in 0015
33 Payroll change records subject to GAO audit
34 Housing maintenance and repair files (work orders, requisitions, summarized information/ledger record, and related papers)
35 Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data
36 Copies of leases, renewals, termination notices, and related documents
37 Housing assignment and vacancy files, including individual housing unit cards or equivalent, but NOT individual tenant cards (see 0009)
38. Files pertaining to the inventory of items included in furnished units

This item provides an exception for many GRS items of 3 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s).

Exceptions to GRS items include:

GRS 1-2b	GRS 1-13	GRS 1-25c2
GRS 1-3	GRS 1-14a	GRS 1-25e
GRS 1-5	GRS 1-14b	GRS 1-26a
GRS 1-7a	GRS 1-16	GRS 1-26b
GRS 1-7b	GRS 1-17b1	GRS 1-27a
GRS 1-7c1	GRS 1-20b	GRS 1-29a2
GRS 1-7c2	GRS 1-21b	GRS 1-31
GRS 1-7d1	GRS 1-22	GRS 1-32
GRS 1-9	GRS 1-24a	GRS 1-33a
GRS 1-10b	GRS 1-24b	GRS 1-33b
GRS 1-12a1	GRS 1-24c	GRS 1-33f
GRS 1-12a2	GRS 1-24d	GRS 1-33g
GRS 1-12b	GRS 1-25b	GRS 1-33h
GRS 1-12c	GRS 1-25c1	GRS 1-33k

GRS 1-33l(1)	GRS 1-36e1a	GRS 2-22b
GRS 1-33l(2)	GRS 1-36e1b	GRS 2-22c
GRS 1-33m	GRS 1-36e2	GRS 2-23a
GRS 1-33n	GRS 1-37	GRS 2-24
GRS 1-33o	GRS 1-38	GRS 15-1
GRS 1-33p	GRS 1-39	GRS 15-2a
GRS 1-33q	GRS 1-41	GRS 15-2b
GRS 1-33s	GRS 1-42a	GRS 15-3
GRS 1-33t	GRS 1-42b	GRS 15-4
GRS 1-35a	GRS 1-42c	GRS 15-5b
GRS 1-35b2	GRS 2-6b	GRS 15-6
GRS 1-36a	GRS 2-9b	GRS 15-7a
GRS 1-36c	GRS 2-15a	GRS 15-7b
GRS 1-36d1	GRS 2-15b	
GRS 1-36d2	GRS 2-18	

Disposition. Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off

B. [0005] Long-term Human Resources Records

This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements These records may be more comprehensive and complete versions of similar records in the 'routine' category, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011)

Though records in this category are more specific than those identified under 0004, it is still a broad group of documents, and an exhaustive list may not be feasible If not addressed below, offices must coordinate with their Responsible Records Officer to determine if this item is appropriate, and include such records under their office file plan, or similar documentation

Specific records include

1. Position Classification Standards case files relating to the development of standards for positions peculiar to the agency, and OMB approval/disapproval
2. Individual non-occupational health records Note that this DOES NOT include the Employee Medical Folder
3. Labor management relations files when held by the negotiating office, and labor arbitration files
4. Training records, including agency-sponsored training and employee training This DOES NOT include background and working files (0004) or records of formally established schools which train employees in specialized program areas (e g , law enforcement, national defense, etc). See the DRS Mission Bucket Schedule or DRS

Legal, Regulatory Compliance, and Enforcement Schedule (DAA-0048-2014-0001) for items pertaining to these records

5 Examining and Certification records concerning lost or exposed test materials, including circumstances of loss, recovery efforts, and corrective action

6 Reports and logs documenting all recordable occupational injuries and illnesses

7. Handicapped Individuals Appointment Case files (position title/description, medical examiner's report, statement explaining accommodation, and other related documents)

8 All time and attendance records upon which leave input data is based (sign-in sheets, time cards, flextime records, leave applications for jury and military duty, authorized overtime, or other similar records)

9 Records used to input time and attendance data into a payroll system

10 Tax files, including employee withholding allowance certificate, agency copy of employee wages/tax statements, and agency copy of employer reports of Federal tax withheld (e g , Internal Revenue Service forms W-2, W-4, W-3, and statement equivalents)

This item provides an exception for several GRS items of 7 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)

Exceptions to GRS items include

GRS 1-7a2a	GRS 1-29b	GRS 2-8
GRS 1-19	GRS 1-33j	GRS 2-13a
GRS 1-28a1	GRS 1-34	GRS 2-13b
GRS 1-28b	GRS 1-40	GRS 2-13c
GRS 1-29a1	GRS 2-7	

Program offices dedicated to an administrative function as its mission may have records which require a different retention than what is listed here if the office acts in an oversight or compliance role, or represents the Department as a whole Consult your records liaison or Bureau Records Officer for additional information before applying this disposition if uncertain.

Disposition Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off

C. [0006-0008] Retirement and Payroll Records Warranting Extended Preservation

This includes payroll and retirement records of especially long-term interest to employees, generally to ensure receipt of benefits, satisfaction of any retirement claims, and full documentation of employee payroll. To qualify for this item, records must address issues of long-term significance to an individual's employment and associated benefits

Cut off instructions:

- **[0006]** Records related to specific retirement benefits claims are cut off upon final closure of the issue (final decision, settlement, etc)
- **[0007]** Payroll records supplementing the Individual Pay Record are cut off at the end of the pay year
- **[0008]** Other records appropriate for this category are cut off upon separation of employee from federal employment

Disposition Temporary Destroy records 60 years after cut-off

D. [0009] Human Resources Records of Specific Temporary Value

These records are necessary to provide accountability for a specific human resources function or functions, but are not necessary for agency business immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time Even when not required, preservation of such documents may weaken active records

Records that are filed under this category must be carefully identified and approved by a Responsible Records Officer for inclusion if they are not specifically referenced in the following list

1 Position Classification Appeals: Certificates of classification issued by OPM
2 Records concerning interviews with employees
3 Supervisors' personnel files and duplicate eOPF documentation
4 Temporary Individual Employee Records· All copies of correspondence and forms maintained EXCLUDING the Immigration and Natural Service Form 1-9 and performance related records
5 Operating personnel office correspondence and forms relating to pending personnel actions for individual employees (exclusive of what is maintained in eOPFs or provided for elsewhere in this schedule)
6. Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units at an agency, when the information is summarized on a statistical report (if not summarized, see 0004)
7 Examination and Certification Records Correspondence or notices received from eligibles indicating a change in name, address, or availability, control records of examination test materials including a running inventory of test material in stock, Application Record Card (OPM Form 5000A, or equivalent), and Interagency Placement Program (IPP) application and registration sheet
8 Employee acknowledgment of notice forms for workplace drug testing programs
9 Form TSP-1 or equivalent authorizing deduction of employee contribution to the Thrift Savings Plan
10 Direct Deposit Sign-up Form (SF 1199A or equivalent)
11 Reports, registers, and other control documents relating to retirement (including SF 2807 or equivalent)
12. Housing assignment and vacancy cards for individual tenants, housing unit cards are filed under 0004

Exceptions to GRS items include

GRS 1-7d(2)	GRS 1-18b	GRS 1-36b
GRS 1-8	GRS 1-20a	GRS 2-16
GRS 1-10a	GRS 1-33c	GRS 2-17
GRS 1-17a	GRS 1-33d	GRS 2-28
GRS 1-17c	GRS 1-33e	GRS 15-5a
GRS 1-18a	GRS 1-33r	

Disposition· Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc). See specific bureau/office instructions for individual cases Destroy when no longer needed

1.3 – Financial and Acquisition Management

This item provides disposition authority for all DOI activities devoted to purchasing, tracking, and overall management of goods, services, and finances This includes budget formulation and management, travel records, contract operations, property management, stores/plant accounting, expenditure accounting, and procurement records

A. [0010] Short-term Financial and Acquisition Records

These records encompass financial/acquisition functions described above that are produced and maintained in the course of routine business, and do not reflect government activities that are subject to additional preservation Records in this item often provide input into more valuable financial records, either as supporting documentation or as a submission for a more comprehensive record Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities

There are numerous records covered under this item, and compiling an exhaustive list would not be possible Offices are responsible for creating a detailed file plan or similar document to note all records they create and maintain, including records in this category, and must work with their Responsible Records Officer to ensure that all records are appropriately identified and accounted for The following list is a broad overview of the records covered by this item, with specific details included where possible, but it should not be considered a complete and exclusive listing of all pertinent documents

Specific records covered by this item

1 General correspondence and subject files of offices concerned with finance and acquisition management which involve internal operations and administration
2 Inventory requisition files (inventory lists/cards, report of survey files, and other papers used for adjustment of inventory records) and supply management records not included within a case file or other file
3 Grant administrative files for the routine operations and daily activities in administration of a grant program
4. Unique grants/contracts files, including Unsuccessful (rejected or withdrawn) grant application files, including any associated correspondence or other records, Contract Appeals Case files, Small and Disadvantage Business Utilization files, and Contractor's payroll files submitted in accordance with Department of Labor regulations (with any related papers, certifications, or affidavits)
5 Federal Activities Inventory Reform (FAIR) Act Records created under OMB Circular A-76. This item covers copies of A-76 case files/studies maintained by offices that DO NOT have primary responsibility For offices with primary responsibility, see 0011
6. Excess Personal Property Reports
7 Most budget and apportionment records, including cost statements , narratives statements, appropriation language sheets, and other data accumulated in preparation of budget estimates, budget reports EXCLUDING the annual report at end of fiscal year (see 0011), budget apportionment and reapportionment schedules; budget justifications and estimates, and budget execution files maintained in the Office of Budget
8 Certain accountable officers' files (most are under 0011), including memorandum copies of accountable officers' returns (statements of transactions and accountability, all

supporting vouchers, schedules, etc), GAO notices of exceptions (e g , SF 1100, formal or informal), and accounting administrative files

9 Specialized stores, plant, and cost accounting records, particularly those with extensive plant and stock inventories These records reflect the net monetary worth of the agency and its assets, and are periodically reconciled with the supply data found in stock inventory records, but they do not include procurement papers Included are invoices (or equivalent) used for store accounting purposes; returns and reports, working files for accumulating accounting data, plant account cards/ledgers (except those pertaining to structures), and other cost accounting and cost data records

10 General travel and transportation records, including. routine administrative records pertaining to commercial and noncommercial agency travel/transportation, records documenting the issue or receipt of accountable documents, annual reports concerning official passports, and Federal Employee Transportation Subsidy records

This item provides an exception for many GRS items of 3 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)

Exceptions to GRS items include

GRS 3-2	GRS 4-1	GRS 8-2
GRS 3-4a	GRS 4-2	GRS 8-3
GRS 3-4b	GRS 5-1	GRS 8-4
GRS 3-8a	GRS 5-2	GRS 8-5
GRS 3-9a	GRS 5-3b	GRS 8-6a
GRS 3-9b	GRS 5-4	GRS 8-6b
GRS 3-9c	GRS 6-1b	GRS 8-7a
GRS 3-11	GRS 6-2	GRS 8-7b3
GRS 3-13	GRS 6-5a	GRS 9-4a
GRS 3-14	GRS 6-5b	GRS 9-4b
GRS 3-15b	GRS 6-9	GRS 9-5b
GRS 3-17	GRS 7-1	GRS 9-7
GRS 3-18b	GRS 8-1	

Disposition Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.

B. [0011] Long-term Financial and Acquisition Records

This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation

Though records in this category are more specific than those identified under 0010, it is still a broad group of documents, and an exhaustive list may not be feasible If not addressed below, offices must coordinate with their Responsible Records Officer to determine if this item is appropriate, and include such records under their office file plan, or similar documentation

Specific records covered by this item·

1 Procurement, supply, and grant records including records necessary for the award, administration, receipt, inspection, and payment of procurement (contracts, requisitions, purchase orders, leases, and bond and surety records, with any correspondence or related papers), solicited and unsolicited bids and proposals, whether successful, unsuccessful, cancelled, or unopened, requisitions for nonpersonal services (duplicating, laundry, binding, etc), telephone statements and toll slips, tax exemption certificates; and related papers
2 Case files for the sale of surplus personal property, including invitations, bids, acceptances, lists/inventory, evidence of sale, and related documents
3 Annual end of fiscal year budget report
4 Original copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors (includes statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement voucher, and all other schedules and vouchers, EXCLUDING accounts pertaining to payroll or American Indians
5 Other accountable officers' records, including certificates of settlement of accounts of accountable officers, statements of differences, and related records, records relating to availability, collection, custody, and deposit of funds (includes appropriation warrants and certificates of deposit), and gasoline sales ticket, telephone toll tickets, and other documents filed in support of payments/purchases
6 Administrative claims files (EXCLUDING claims for which collection action has been terminated under 4 CFR Part 104, for terminated claims in which the government is entitled to additional time to initiate legal action, see 0012) / Waiver of Claims Files
7 Expenditure accounting records showing in summary fashion how agency funds, appropriated and nonappropriated, are spent after allotment by the Office of Management and Budget (OMB), and the sources and nature of any receipts Included are general accounting ledgers, summarizing the financial status and financial transactions of an agency, records showing the status of obligations and allotments under authorized appropriations, and records used as posting and control
8 Travel records documenting the movement of goods and persons The records include bills of lading, transportation requests, transportation vouchers, per diem vouchers, travel authorizations, and all supporting documentation This item DOES NOT include passport records, transportation subsidy files, or routine administrative travel files identified in 0010

This item provides an exception for several GRS items of 7 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records

custodians, and for ease of management in the Department's electronic records management system(s).

Exceptions to GRS items include

GRS 3-3a1a	GRS 3-18a	GRS 6-10c
GRS 3-3a1b	GRS 4-3a	GRS 6-11a
GRS 3-3d	GRS 4-3b	GRS 6-11b
GRS 3-5a	GRS 5-3a	GRS 7-2
GRS 3-5b1	GRS 6-1a	GRS 7-3
GRS 3-5b2a	GRS 6-3a	GRS 7-4a
GRS 3-5b2b	GRS 6-3b	GRS 7-4b
GRS 3-5c1	GRS 6-4	GRS 9-1a
GRS 3-5c2	GRS 6-7	GRS 9-1b
GRS 3-6a	GRS 6-8	GRS 9-1c
GRS 3-6b	GRS 6-10a	GRS 9-1d
GRS 3-7	GRS 6-10b1	GRS 9-1e
GRS 3-10	GRS 6-10b2b	GRS 9-2
GRS 3-12	GRS 6-10b3	GRS 9-3a

Program offices dedicated to an administrative function as its mission may have records which require a different retention than what is listed here if the office acts in an oversight or compliance role, or represents the Department as a whole Consult your records liaison or Bureau Records Officer for additional information before applying this disposition if uncertain.

Disposition· Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off

C. [0012] Financial and Acquisition Records of Specific Temporary Value

These records are necessary to provide accountability for a particular financial/acquisition function or functions, but are not necessary immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time Even when not required, preservation of such documents may weaken active records

Records that are filed under this category must be carefully identified and approved by a bureau records officer for inclusion if they are not specifically referenced in the following list

1 Real property accountability files used to maintain current data on individual properties, updated whenever additional properties are acquired or when changes occur to existing properties
2 Real property utilization survey reports containing narrative and photographic information on whether or not specific properties are being used for their intended purposes
3 Contractor's statement of contingent or other fees (SF 119 or equivalent statement) filed separately from the case file and maintained for enforcement or report purposes

4 Administrative claims for money or property determined to be due to the United States for which the Government is entitled to additional time to initiate legal action
5 Certain records relating to official passports (registers and lists of agency personnel with official passports; applications and issuance files for official passports)

Exceptions to GRS items include:

GRS 3-16	GRS 9-5a
GRS 6-10b(2)(b)	GRS 9-5c

Disposition. Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g register/list superseded, ID expired, account closed, property sold, etc.) See specific bureau/office instructions for individual cases. Destroy when no longer needed

1.4 – Information Technology

These records document the Department's creation, management, and use of IT systems and applications to automate office functions, whether strictly administrative or not Such records include system design and implementation, change management, technological specifications, system security files, maintenance and monitoring records, system documentation, risk management, and all related forms and documents for managing electronic systems

This item **DOES NOT** cover the record copy of data within a system or application, these records should be filed according to their records value, regardless of media

A. [0013-0014] Short-term Information Technology Records

These records encompass IT files described above that are not needed extended retention Records are characterized by being necessary for day-to-day operations but not long-term justification of the bureau/office's activities This typically includes all records necessary for the management of a specific system or application, or a related group of the same (e.g a server) Broad management of IT resources generally requires longer preservation and should be filed under 0016, below

Routine IT records fall under one of three categories

1. **[0013] System Maintenance and Use Records**
   These records include.
   - Error reports, ticklers, system operation reports
   - Tests and reports of system performance
   - Input files, work files, valid transaction files
   - System usage monitoring files (log-in, password files, audit trail, cost-back files, etc)
   - System backups
   - Inventories of IT assets and equipment
   - User IDs, profiles, authorizations, etc
   - Computer Security Incident handling, reporting, and follow-up records
   - Workload schedules, run reports, schedules of maintenance and support activities
   - Problem reports and related decision documents relating to software infrastructure of an individual system
   - Help desk and customer assistance files, including logs, problem response, monitoring and clearance

This item provides an exception for many GRS items of 3 years temporary retention or lower, unified under a single item to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s).

Exceptions to GRS items include

GRS 2-22a	GRS 20-1c	GRS 20-2d
GRS 20-1a	GRS 20-2b	GRS 20-8a
GRS 20-1b	GRS 20-2c	GRS 20-8b

GRS 24-2	GRS 24-4b1	GRS 24-8c
GRS 24-3a	GRS 24-6b	GRS 24-10a
GRS 24-3b2	GRS 24-7	GRS 24-10b
GRS 24-4a1	GRS 24-8a	GRS 24-11c
GRS 24-4a2	GRS 24-8b	

Disposition· Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off

2. **[0014] System Planning, Design, and Documentation**
   These records include.
   - Data system specifications, codebooks, record layouts, user guides, output specifications, and final reports
   - System security plans and disaster recovery plans
   - Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of a risk action plan, service test plans, and test files/data
   - Agreements formalizing performance criteria for quantity and quality of service, including responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements
   - Managing third-party services, including control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance
   - IT management and service operations documents for identifying and allocating charges and tracking payments for computer usage, data processing, and other IT services (EXCLUDING the agency's cost accounting system)
   - Data and reports on implementation of a system or application
   - Resource and demand management for a system
   - Documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting changes
   - Documentation of software distribution and version management

Note that system documentation concerning electronic systems of Permanent retention are not covered by this item, and should continue to follow GRS 20-11a2, requiring that they be transferred with the associated permanent electronic records

This item provides an exception for many GRS items of 3 years temporary retention or lower, unified under a single item to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s).

Exceptions to GRS items include

GRS 20-11a1	GRS 24-5b	GRS 24-9c
GRS 24-3b1	GRS 24-9a	GRS 24-11a
GRS 24-5a	GRS 24-9b	

Disposition· Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off

B. [0016] Long-term Information Technology Records

This disposition applies to records maintained for overall management of an IT program These records differ from those referenced in 0013-0015 above by being concerned with the management, planning, and implementation of all systems and applications that an agency, bureau, or office uses Records include.

- IT acquisition and management
- Developing and maintaining IT architecture
- Promoting the efficient design and operation of major information resources management processes
- Monitoring and performance of IT programs
- Development of knowledge and skills for IT staff

These records are typically created and maintained by the Chief Information Officer (CIO) and reporting program offices, such as IT capital investments, enterprise architecture, CIO committee files, and related/supporting documents This item applies to the records of the Departmental CIO as well as those of deputy and subordinate CIOs (currently referred to as Assistant Directors of Information Resources, or ADIRs) at the bureau or program office level

This item provides an exception for several GRS items of 7 years temporary retention or lower, unified under a single retention to increase accuracy and consistency of use by records custodians, and for ease of management in the Department's electronic records management system(s)

Exceptions to GRS items include

GRS 24-6a	GRS 27-1	GRS 27-5
GRS 24-1a	GRS 27-2	GRS 27-6
GRS 24-1b	GRS 27-3	
GRS 24-11b	GRS 27-4	

Disposition Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off

Proposed Item	Proposed Retention	Records Description	Proposed Manual Instructions	Current Authority	Current Retention	Notes
Administration						
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Motor Vehicle Correspondence Files	None	GRS 10-1 (GRS 10, 1952, item 1)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Motor Vehicle Operating and Maintenance Files- Maintenance records, including those relating to service and repair	None	GRS 10-2b (GRS 10, 1952, item 2b)	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Motor Vehicle Cost Files	Cut off after discontinuance of ledger or date of worksheet	GRS 10-3 (GRS 10, 1952, item 3)	Temporary Destroy 3 years after discontinuance of ledger or date of worksheet	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Motor Vehicle Report Files	None	GRS 10-4 (GRS 10, 1952, item 4)	Temporary Destroy 3 years after date of report	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Motor Vehicle Operator Files	Cut off after separation of employee, or upon rescission of authorization to operate Government-owned vehicle, whichever is sooner	GRS 10-7	Temporary Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Routine Aircraft Operations	None	GRS 10-9 (N1-GRS-04-6, item 1)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Records Required for Accident/Incident Reports - Records requested by authorities conducting the investigation of accidents/incidents involving aircraft used by Federal agencies, including leased aircraft used by Federal agencies	Cut off at the end of the investigation and preparation of required reports	GRS 10-13 (N1-GRS-04-6, item 5)	Temporary Keep for the duration of investigation and then destroy 1 year after completion of investigation and preparation of required reports	Moved from 7 yr This item only covers accidents and investigations for motor vehicles, see Mission bucket for aircraft
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Space and Maintenance General Correspondence Files	None	GRS 11-1 (N1-GRS-96-1, item 1c)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Agency Space Files- Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment	Cut off after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete	GRS 11-2a (GRS 11, 1952, item 2a)	Temporary Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Agency Space Files- Correspondence with and reports to staff agencies relating to agency space holdings and requirements- Agency reports to the GSA, including Standard Form (SF) 81, Request for Space, and related documents	None	GRS 11-2b (1) (GRS 11, 1952, item 2b1)	Temporary Destroy when 2 years old	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Agency Space Files- Correspondence with and reports to staff agencies relating to agency space holdings and requirements- Copies in subordinate reporting units and related work papers	None	GRS 11-2b (2) (GRS 11, 1952, item 2b2)	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Communication General Files- Correspondence and related records pertaining to internal administration and operation	None	GRS 12-2a (NC1-64-77-9, item 2a)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Communication General Files- Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters	None	GRS 12-2b (NC1-64-77-9, item 2b)	Temporary. Destroy when 3 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Communication General Files- Telecommunications statistical reports including cost and volume data	None	GRS 12-2c (NC1-64-77-9, item 2c)	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Communication General Files- Telecommunications voucher files- Reference copies of vouchers, bills, invoices, and related records	None	GRS 12-2d (1) (NC1-64-77-9, item 2d1)	Temporary Destroy when 1 fiscal year old	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Communication General Files- Telecommunications voucher files- Records relating to installation, change, removal, and servicing of equipment	None	GRS 12-2d (2) (NC1-64-77-9, item 2d2)	Temporary Destroy 1 year after audit or when 3 years old, whichever is sooner	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Communication General Files- Copies of agreements with background data and other records relating to agreements for telecommunications services	Cut off after expiration or cancellation of agreement	GRS 12-2e (NC1-64-77-9, item 2e)	Temporary Destroy 2 years after expiration or cancellation of agreement	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Telephone Use (Call Detail) Records	Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records	GRS 12-4 (N1-GRS-96-4)	Temporary Destroy when 3 years old, initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Post Office and Private Mail Company Records- Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts	None	GRS 12-5a (N1-GRS-87-2 item 1a)	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Post Office and Private Mail Company Records- Application for registration and certification of declared value mail	None	GRS 12-5b (N1-GRS-87-2 item 1b)	Temporary Destroy when 1 year old	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Post Office and Private Mail Company Records- Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail	None	GRS 12-5c (N1-GRS-87-2 item 1c)	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Mail and Delivery Service Control Files- Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING both those covered by item 5 and those used as indexes to correspondence files	None	GRS 12-6a (NC1-64-77-9, item 6a)	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Mail and Delivery Service Control Files- Statistical reports and data relating to handling of mail and volume of work performed	None	GRS 12-6d (NC1-64-77-9, item 6d)	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Mail and Delivery Service Control Files- Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail	None	GRS 12-6e (NC1-64-77-9, item 6e)	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Mail and Delivery Service Control Files- General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations	Cut off directives and guides when superseded or obsolete Memoranda, correspondence, etc are cut off as normal	GRS 12-6g (NC1-64-77-9, item 6g)	Temporary Destroy when 1 year old or when superseded or obsolete, whichever is applicable	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Postal Irregularities File	Cut off after completion of investigation	GRS 12-8 (NC1-64-77-9, item 8)	Temporary Destroy 3 years after completion of investigation	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Printing, Binding, Duplication, and Distribution - Administrative Correspondence Files	None	GRS 13-1 (GRS 13, 1952, item 2)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off	Project Files- Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records, and (2) records relating to services obtained outside the agency	Cut off after completion of job	GRS 13-2a (GRS 13, 1952, item 3a)	Temporary Destroy 1 year after completion of job	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Project Files- Files pertaining to planning and other technical matters	None	GRS 13-2b (GRS 13, 1952, item 3b)	Temporary Destroy when 3 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Control Files	Cut off after close of fiscal year in which compiled or after filling of register, whichever is applicable	GRS 13-3 (GRS 13, 1952, item 4)	Temporary Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Internal Management Files	None	GRS 13-6 (GRS 13, 1952, item 7)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Information Project Files	Cut off after close of file or after completion of project	GRS 14-4	Temporary Destroy 1 year after close of file or 1 year after completion of project	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	FOIA Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Granting access to all the requested records	Cut off after date of reply	GRS 14-11a (1) (NC1-64-77-1 item 16a1)	Temporary Destroy 2 years after date of reply	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	FOIA Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees- Request not appealed	Cut off after date of reply	GRS 14-11a (2)a (NC1-64-77-1 item 16a2a)	Temporary Destroy 2 years after date of reply	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	FOIA Reports Files	None	GRS 14-14 (N1-GRS-98-2 item 11)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	FOIA Administrative Files	None	GRS 14-15 (N1-GRS-98-2 item 12)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Privacy Act Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Granting access to all the requested records	Cut off after date of reply	GRS 14-21a (1) (NC1-64-77-1 item 25a1)	Temporary Destroy 2 years after date of reply	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Privacy Act Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees- Requests not appealed	Cut off after date of reply	GRS 14-21a (2)a (NC1-64-77-1 item 25a2a)	Temporary. Destroy 2 years after date of reply	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Privacy Act Reports Files	None	GRS 14-25 (N1-GRS-89-4 item 1)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Privacy Act General Administrative Files	None	GRS 14-26 (N1-GRS-98-2 item 13)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Mandatory Review For Declassification Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable)- Granting access to all the requested records	Cut off after date of reply	GRS 14-31a (1) (N1-GRS-87-7, item 31a1)	Temporary Destroy 2 years after date of reply	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Mandatory Review For Declassification Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable)- Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees- Request not appealed	Cut off after date of reply	GRS 14-31a (2)a (N1-GRS-87-7, item 31a2a)	Temporary Destroy 2 years after date of reply	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Mandatory Review for Declassification Reports Files	None	GRS 14-34 (N1-GRS-98-2 item 14)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Mandatory Review for Declassification Administrative Files	None	GRS 14-35 (N1-GRS-98-2 item 15)	Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Records Disposition Files- Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority, SF 135, Records Transmittal and Receipt, SF 258, Agreement to Transfer Records to National Archives of the United States, and related documentation- SF 115s that have been approved by NARA	Cut off when superseded	GRS 16-2a (1) (N1-GRS-98-2 item 16)	Temporary Destroy 2 years after supersession	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Records Disposition Files- Routine correspondence and memoranda	None	GRS 16-2b (N1-GRS-98-2 item 18)	Temporary Destroy when 2 years old	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Records Holdings Files- Records held by offices that prepare reports on agency-wide records holdings	None	GRS 16-4a (NC1-GRS-80-4 item 6a)	Temporary Destroy when 3 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Records Holdings Files- Records held by other offices	None	GRS 16-4b (NC1-GRS-80-4 item 6b)	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Project Control Files	Cut off at the end of FY in which the project is closed	GRS 16-5 (NC1-64-77-8 item 7)	Temporary Destroy 1 year after the year in which the project is closed	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Reports Control Files	Cut off after the report is discontinued	GRS 16-6 (NC1-GRS-80-7 item 1)	Temporary Destroy 2 years after the report is discontinued	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Documents Published in the Federal Register- Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U S C 552b(e)(3)), hearings and investigations, filing of petitions and applications, issuance or revocation of a license, grant application deadlines, the availability of certain environmental impact statements, delegations of authority, and other matters that are not codified in the Code of Federal Regulations	None	GRS 16-13a (N1-GRS-87-17 item 1a)	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Documents Published in the Federal Register- Files documenting the processing of semiannual regulatory agenda	None	GRS 16-13b (N1-GRS-87-17 item 1b)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Management Control Records- Policy, procedure, and guidance files	Cut off when superseded	GRS 16-14a	Temporary Destroy when superseded	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Management Control Records- Management control plans	Cut off when superseded	GRS 16-14b (N1-GRS-91-5 item 1b)	Temporary. Destroy when superseded	Extends retention, records deemed of greater value than Transitory

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Management Control Records- Risk analyses	Records cannot be destroyed before next review cycle	GRS 16-14c (N1-GRS-91-5 item 1c)	Temporary Cut off closed files annually, destroy after next review cycle	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Management Control Records- Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level and compiled by the agency into a single unified report for direct submission to the President or Congress	Cut off at end of FY in which the file is closed	GRS 16-14d (N1-GRS-91-5 item 1d)	Temporary Cut off closed files annually, destroy after next reporting cycle	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Management Control Records- Tracking files	Cut off when report is completed	GRS 16-14e (N1-GRS-98-2 item 23)	Temporary Destroy 1 year after report is completed	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Classified Documents Administrative Correspondence Files	None	GRS 18-1	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Document Receipt Files	None	GRS 18-2	Temporary Destroy when 2 years old	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Destruction Certificates Files	None	GRS 18-3	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Classified Document Inventory Files	None	GRS 18-4	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Access Request Files	Cut off when authorization expires	GRS 18-6	Temporary Destroy 2 years after authorization expires	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Security and Protective Services Administrative Correspondence Files	None	GRS 18-8	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Survey and Inspection Files (Government-owned facilities)	None	GRS 18-9	Temporary Destroy when 3 years old or upon discontinuance of facility, whichever is sooner	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Investigative Files	None	GRS 18-11	Temporary Destroy when 2 years old	Note these are local copies, not official case files
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Guard Assignment Files- Ledger records	Cut off on final entry	GRS 18-13a	Temporary Destroy 3 years after final entry	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Guard Assignment Files- Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements	None	GRS 18-13b	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Police Functions Files- Ledger records of arrest, cars ticketed, and outside police contacts	Cut off on final entry	GRS 18-14a	Temporary Destroy 3 years after final entry	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Police Functions Files- Reports on contact of outside police with building occupants	None	GRS 18-14c	Temporary Destroy when 1 year old	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personal Property Accountability Files- Ledger files	Cut off on final entry	GRS 18-15a	Temporary Destroy 3 years after final entry	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personal Property Accountability Files- Reports, loss statements, receipts, and other documents relating to lost and found articles	None	GRS 18-15b	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Key Accountability Files- For areas under maximum security	Cut off at turn-in of key	GRS 18-16a	Temporary Destroy 3 years after turn-in of key	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Visitor Control Files- For other areas	Cut off after final entry or after date of document, as appropriate	GRS 18-17b	Temporary Destroy 2 years after final entry or 2 years after date of document, as appropriate	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Facilities Checks Files- Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule)	None	GRS 18-18a	Temporary Destroy when 1 year old	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Guard Service Control Files- Round reports, service reports on interruptions and tests, and punch clock dial sheets	None	GRS 18-19b	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Guard Service Control Files- Automatic machine patrol charts and registers of patrol and alarm services	None	GRS 18-19c	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Logs and Registers- Central guard office master logs	Cut off on final entry	GRS 18-20a	Temporary Destroy 2 years after final entry	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Logs and Registers- Individual guard post logs of occurrences entered in master logs	Cut off on final entry	GRS 18-20b	Temporary Destroy 1 year after final entry	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Security Clearance Administrative Subject Files	None	GRS 18-21 (NC1-GRS-80-1 item 22)	Temporary Destroy when 2 years old	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Security Clearance Records - Case files documenting the processing of investigations on Federal employees or applicants for Federal employment	Cut off after separation or transfer of employee, or after contract relationship expires, or upon notification of death, whichever is applicable	GRS 18-22a (NC1-GRS-80-1 item 23a)	Temporary Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Emergency Planning Administrative Correspondence Files	None	GRS 18-26	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Emergency Planning Case Files	Cut off on issuance of a new plan or directive (i e , when superseded)	GRS 18-27 (NC1-GRS-81-1 item 1b)	Temporary Destroy 3 years after issuance of a new plan or directive	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Emergency Operations Tests Files	None	GRS 18-28 (NC1-GRS-81-1 item 4)	Temporary Destroy when 3 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Photographs of Routine Award Ceremonies, Social Events, and Activities not Related to the Mission of the Agency	None	GRS 21-1 (N1-GRS-98-2, item 32)	Temporary Destroy when 1 year old	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Internal Personnel and Administrative Training Filmstrips and Slides of Programs that do not Reflect the Mission of the Agency	Cut off after completion of training program	GRS 21-3 (N1-GRS-81-9, item I-3)	Temporary Destroy 1 year after completion of training program	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Viewgraphs	None	GRS 21-5 (N1-GRS-98-2, item 34)	Temporary Destroy 1 year after use	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Films Acquired from Outside Sources for Personnel and Management Training	Cut off after completion of training program	GRS 21-9 (N1-GRS-81-9, item III-1)	Temporary Destroy 1 year after completion of training program	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Routine Scientific, Medical, or Engineering Footage	None	GRS 21-12 (N1-GRS-98-2, item 38)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Programs Acquired from Outside Sources for Personnel and Management Training	Cut off after completion of training program	GRS 21-14 (N1-GRS-81-9, item IV-1)	Temporary Destroy 1 year after completion of training program	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Internal Personnel and Administrative Training Programs that do not Reflect the Mission of the Agency	Cut off after completion of training program	GRS 21-17 (N1-GRS-81-9, item IV-4)	Temporary Destroy 1 year after completion of training program	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Routine Scientific, Medical, or Engineering Recordings	None	GRS 21-19 (N1-GRS-98-2, item 40)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Recordings that Document Routine Meetings and Award Presentations	None	GRS 21-20 (N1-GRS-98-2, item 41)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Office Administrative Files	None	GRS 23-1 (N1-GRS-98-2 item 43)	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Schedules of Daily Activities- Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high Government officials	None	GRS 23-5a (N1-GRS-87-19 item 5a)	Temporary Destroy or delete when 2 years old	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off	Records Created by Advisory Commissions, Committees, Councils, Boards and Other Groups Established under the Federal Advisory Committee Act (FACA)- Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value	None	GRS 26-2b (N1-GRS-07-1 item 2b)	Temporary Destroy/delete when 3 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Committee Records Not Maintained by the Sponsor or Secretariat	None	GRS 26-3 (N1-GRS-04-1 item 3)	Temporary Destroy when 3 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Schedules of Daily Activities	None	GRS 27-7	Temporary Cut off annually Destroy/delete when not less than 2 years but not more than 5 years old	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Local Operating Procedures Files	Cut off when superseded by new procedures	NC1-22-78-1/08 MNGT-330	Temporary Destroy when obsolete, superseded, or otherwise cancelled	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	General Permits Files	Cut off when obsolete, superseded, or otherwise canceled	NC1-22-78-1/15 PERM-820	Temporary Destroy when obsolete, superseded, or otherwise canceled	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Congressional Inquiry Files	None	NC1-22-78-1/47 ADMI-520	Temporary Destroy when 3 yrs old or when no longer needed	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Equipment Utilization Records b Reports	None	NC1-22-78-1/48b MNGT-214	Temporary Destroy 3 yrs after preparation	**Fixed:** Need to break out sub-items on crosswalk
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	General Correspondence Files - Material that documents repetitive, individual, routine transactions and matters, housekeeping and other purely facilitative functions	None	NC1-22-78-1/50c ADMI-530	Temporary Destroy the set when it is 3 yrs old or no longer needed	**Fixed:** Need to break out sub-items on crosswalk
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Plans and Schedules Files - Files include material which describes or outlines actions to be taken or events to be observed for a period of time in the future by personnel assigned to a specified activity A plan or schedule can address any type of function, operation, or duty be it technical, scientific, administrative, or managerial	Review annually Cut off when superseded or obsolete	NC1-22-78-1/67 PLAN-410	Temporary Review annually, destroy that which is obsolete, superseded, or no longer needed	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Energy Conservation Case Files - Periodic energy consumption/conservation reports, data, correspondence, and related materials	None	N1-022-05-01/80 ADMI-455	Temporary Destroy when 2 years old	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Reimbursable Work Authorizations (RWA)	None	N1-022-05-01/86 ADMI-465	Temporary Destroy when 2 years old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Renovations	Cut off on completion of project	N1-022-05-01/87 ADMI-466	Temporary Destroy 2 years after completion of project	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Applicant Test Materials	Cut off when superseded, obsolete, or no longer needed	N1-022-05-01/99 PERM-813	Temporary Destroy 1 year after superseded, obsolete, or no longer needed	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	IFT SOL Chronological Files	None	N1-048-07-03, item 7507i	Permanent Cut off at EOCY in which file is closed, transfer to NARA as yet undetermined	Chronological files do not fit the criteria of Indian Trust (they are inherently duplicative of correspondence on which IFT action is taken)
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- General Files- Program Planning Files	Cut off on the last day of the period being planned	N1-048-07-04 7101 5	Temporary Cut off on the last day of the period being planned, delete/destroy 3 years after cut off or when no longer needed for agency business, whichever is later	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- General Files- Committees/Meetings Files	None	N1-048-07-04 7101 6	Temporary Cut off on last day of the committee's cycle, if there is no regular cycle, cut off on last day of fiscal year, delete/destroy 3 years after cut off or when no longer needed for agency business, whichever is later	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- General Files- Project Issue Files	Cut off upon closure or completion of project/issue	N1-048-07-04 7101 8	Temporary Cut off upon closure or completion or project or issue, delete/destroy 3 years after cut off or when no longer needed for agency business, whichever is later	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	OHA- Director's Office- Monthly and Quarterly Case Load Reports- Monthly and Quarterly Reports	None	N1-048-07-04 7102 6a	Temporary Cut off at close of fiscal year to which report pertains, delete/destroy monthly and quarterly reports 3 years after cut off or when no longer needed, whichever is later	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- Director's Office- Docket Management System- Master Data Files	None	N1-048-07-04 7102 9a	Temporary Delete/destroy when system superseded, if all data transferred to successor system, otherwise, retain for life of system plus 3 years, then delete/destroy	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- Interior Board of Indian Appeals (IBIA)- Monthly and Quarterly Caseload Reports- Reports	None	N1-048-07-04 7103 6a	Temporary Cut off at close of fiscal year to which report pertains Delete/destroy monthly and quarterly reports 3 years after cut-off or when no longer needed for agency business, whichever is later	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- Interior Board of Indian Appeals (IBIA)- Docket Management System- Master Data Files	None	N1-048-07-04 7103 9a	Temporary Delete/destroy when system superseded, if all data transferred to successor system Otherwise, retain for life of system plus 3 years, then delete/destroy	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- Interior Board of Land Appeals (IBLA)- Monthly and Quarterly Case Load Reports- Reports	None	N1-048-07-04 7104 6a	Temporary Cut off at close of fiscal year to which report pertains, delete/destroy monthly and quarterly reports 3 years after cut off or when no longer needed for agency business, whichever is later	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- Interior Board of Land Appeals (IBLA)- Docket Manangement System- Master Data Files	None	N1-048-07-04 7104 9a	Temporary Delete/destroy when system superseded, if all data transferred to successor system, otherwise, retain for life of system plus 3 years, then delete/destroy	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- Departmental Cases Hearings Division (DCHD)- Monthly and Quarterly Caseload Reports- Reports	None	N1-048-07-04 7105 6a	Temporary Cut off at close of fiscal year to which report pertains, delete/destroy monthly and quarterly reports 3 years after cut off or when no longer needed for agency business, whichever is later	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- Departmental Cases Hearings Division (DCHD)- Docket Management System- Master Data Files	None	N1-048-07-04 7105 9a	Temporary Delete/destroy when system superseded, if all data transferred to successor system, otherwise, retain for life of system plus 3 years, then delete/destroy	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- Probates Hearings Division (PHD)- Monthly and Quarterly Case Load Reports- Reports	None	N1-048-07-04 7106 6a	Temporary Cut off at close of fiscal year to which report pertains, delete/destroy monthly and quarterly reports 3 years after cut-off or when no longer needed for agency business, whichever is later	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- Probates Hearings Division (PHD)- Docket Management System- Master Data Files	None	N1-048-07-04 7106 9a	Temporary Delete/destroy when system superseded, if all data transferred to successor system, otherwise, retain for life of system plus 3 years, then delete/destroy	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- White Earth Reservation Land Settlement Act (WELSA) Hearings Division (WHD)- Monthly and Quarterly Case Load Reports- Reports	None	N1-048-07-04 7107 6a	Temporary Cut off at close of fiscal year to which report pertains, delete/destroy monthly and quarterly reports 3 years after cut off or when no longer needed for agency business, whichever is later	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- White Earth Reservation Land Settlement Act (WELSA) Hearings Division (WHD)- Docket Management System- Master Data Files	None	N1-048-07-04 7107 9a	Temporary Delete/destroy when system superseded, if all data transferred to successor system, otherwise, retain for life of system plus 3 years, then delete/destroy	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	OHA- Integrated Electronic Docket Management System- Master Data Files - These files contain the master copy of information created and compiled by the system for the purpose of electronic docketing and case tracking	Cut off when system is superseded/discontinued	N1-048-07-04, 7108 4	Temporary Retain for life of system plus 3 years, then delete/destroy	**Moved from Legal**
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Chronological Files	None	N1-048-08-06, item 1104	Temporary Cut off at EOCY, destroy 1 year after cut off	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Daily Schedules, Calendars, and Appointment Books - Dep Asst Secretaries, Directors, and Staff Assistants	None	N1-048-08-06, item 1109 2	Temporary Cut off when official's tenure is over, destroy 3 years after cut-off	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	PPP - Management Information Tracking System	Cut off after the President's Budget is published	N1-048-08-15	Temporary Cut off after the President's Budget is published, destroy 1 year after cut off	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Smart Card System	Cut off upon expiry of the ID card	N1-048-08-20	Temporary Cut off upon expiry of the ID Card, destroy 3 years after cut off	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Routine Reports	None	N1-048-08-22, item 1204	Temporary Cut off when report is made, destroy 2 years after cut off, or when no longer needed	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Audit Files - GAO Copies/Drafts/Working Papers	Cut off when final report is made	N1-048-08-22, item 1210 2	Temporary Cut off when final report is made, destroy 3 years after cut-off	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	DOI Museum System	Cut off when information is superseded or obsolete	N1-048-09-04	Temporary Cut off when system is obsolete and data transferred to a new system, destroy when no longer needed	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Datamart - Executive Information System	Cut off at end of FY in which product of service is no longer in use	N1-048-09-06, item 7554 4	Temporary Cut off at EOCY in which product or service is no longer in use, destroy 1 year after cut off, or when no longer needed, whichever is later	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Datamart - Web Survey	Cut off when survey is concluded	N1-048-09-06, item 7554 9	Temporary Cut off when survey is concluded, destroy 1 year after cut off, or when no longer needed	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Curriculum Material Used in Training Courses	Cut off when material is superseded or obsolete	N1-048-09-11, item 1304 3	Temporary Cut off when material is superseded or obsolete, destroy one year after cut off	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	DOI Internet Website Files	Cut off at end of each presidential administration	N1-048-10-01, Item 3 4	Temporary Cut off at end of each presidential administration, delete 4 years after cut-off or when obsolete, whichever is later	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Sustainability Program - Data Calls and Surveys	Cut off upon completion of action the data call or survey is supporting	N1-048-11-01, item 10 3	Temporary Cut off upon completion of action the data call or survey is supporting, destroy 2 years after cut off, or when no longer needed, whichever is later	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Motor Vehicle System	None	NC1-49-85-1, Q/29	Temporary Destroy 3 years after EOFY in which data is prepared, NARA Job NC1-49-851, 20/35	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	General Correspondence and Reports Files	None	NC1-49-85-2, 23/1a	Temporary Cut off EOFY, destroy 3 years after cut off	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Reader Files - Originating Office Copies	None	NC1-49-85-2, 23/1b(1)	Temporary Cut off end of each month Destroy 1 year after cutoff.	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Aircraft Accident Files	None	N1-49-90-9, 10/11a	Temporary Cutoff EOFY, destroy 1 year after cut off	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Aircraft Accident Files	None	N1-49-90-9, 10/11b	Temporary Cutoff EOFY, destroy 3 years after cut off	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Aircraft Use Files	None	N1-49-96-4, 10/8	Temporary Cutoff EOFY, destroy 2 years after cut off	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	True Copy Certifications - Certifiying or evidencing true copy nature of material submitted for publications in the Federal Regiser or elsewhere	None	N1-057-02-03, 603-02	Temporary Destroy when 1 year old	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	All Other Agency Committee Records and Conference Records	None	N1-057-08-01, 101-04b(2)	Temporary Destroy when 3 years old or when no longer needed for reference	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Interlibrary Borrowing Requests	None	N1-057-08-01, 306-03	Temporary Cut-off at the end of the calendar year Destroy 3 years after cut-off	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Library Reference Inquiries and Document Delivery Field Requests	None	N1-057-08-01, 306-05	Temporary Destroy after 6 months	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Communication Files - General Communications Correspondence	None	N1-057-08-02 505-01	Temporary Cut-off at the EOFY, destroy 3 years after cut off	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Communication Administrative Files	None	N1-057-08-02 505-03	Temporary Destroy in agency when no longer needed for reference	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Routine Administrative Records - Includes correspondence, reports, forms, and other related records pertaining ot Working Capital Funds	None	N1-057-08-02, 703-16c	Temporary Cut-off at the end of the fiscal year Destroy 3 years after cut-off or when no longer needed, whichever is sooner	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Contractor HSPD-12 Credentialing Files - Investigative reports and related papers returned from OPM with no issues or with Minor (A) issues and receive a favorable adjudication	Cut off upon notification of death or separation/transfer of contractor employee	N1-057-08-06, 903-04a(1)	Temporary. Destroy upon notification of death or not later than 5 years after separation or transfer of contractor employee	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Contractor HSPD-12 Credentialing Files - Investigative reports and related papers returned from OPM with no Moderate (B), Major (C) or Substantial (D) issues and/or those cases not favorably adjudicated	Cut off records pertaining to non substantial issues upon adjudication, cut off records pertaining to serious issues upon adjudication and notification of death, separation, or transfer	N1-057-08-06, 903-04a(2)	Temporary Destroy investigative reports and related papers with non-substantial issues and favorable adjudication Retain inventigative reports and related papers containing serious issues with either a favorable or unfavorable adjudication, and destroy upon notification of death or no later than 5 years after separation or transfer of contractor employee	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Security Clearance and Access Authorization Case Records - Personnel security and administrative review files created under Executive Order, Code of Federal Regulations, Department of the Interior and agency directive requirements and procedures, and related indices maintained by bureau personnel security offices at USGS headquarters and field offices	Cut off upon favorable adjudication	N1-057-08-06, 903-05a(1)	Temporary Destroy investigative reports and related papers upon favorable adjudication	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Security Clearance and Access Authorization Case Records - Investigative reports and related papers returned from OPM with Moderate (B), Major (C), or Substantial (D) issues and/or those cases not favorably adjudicated	Cut off records pertaining to non substantial issues upon adjudication, cut off records pertaining to serious issues upon adjudication and notification of death, separation, or transfer	N1-057-08-06, 903-05a(2)	Temporary Destroy investigative reports and related papers with non-substantial issues and favorable adjudication Retain inventigative reports and related papers containing serious issues with either a favorable or unfavorable adjudication, and destroy upon notification of death or no later than 5 years after separation or transfer of contractor employee	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Accident Files - Motor Vehicle, Aircraft, and Watercraft Accident Files - Including accident forms, safety alerts, initial, preliminary, and final reports, and any other related records	Cut off at end of investigation	N1-057-08-06, 904-05a	Temporary Cut-off at the end of the fiscal year Destroy 7 years after cut-off	Only motor vehicle accidents in admin, for Aircraft and Watercraft, see Mission bucket
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Safety and Security Training Records - General Training Records	None	N1-057-08-06 904-08a	Temporary. Cut-off at the EOFY, destroy 2 years after cut off or when no longer needed, whichever is later	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Safety and Security Training Records - General Training Records - Federal Employee and Contractor Training Records	Cut off at the end of the FY	N1-057-08-06 904-08b	Temporary Destroy 1 year after termination of employee	

Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	General Work Permits - Files include copies of all permit applications sent to the bureau by Federal, state, and private organizations, conservation groups, private parties, and others who request permits for purposes of research	Cut off after expiration of permit or termination date of latest applicable condition	N1-057-08-06 904-11	Temporary Destroy 3 years after expiration of permit or termination date of latest applicable condition	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Printing Project Files	None	N1-057-08-06 1303-03	Temporary Cut-off at the EOFY, destroy in agency when no longer needed for reference	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Routine and Supporting Documentation - Records dealing with meeting arrangements, requests for information, and all other routine, housekeeping, and supporting documentation **[Note: There are other records described in the originating schedule item that are crosswalked to 0013.]**	Cut off on closure	N1-79-08-8/9D	Temporary Destroy/Delete records 3 years after closure	**Records for this current authority have been split into two classifications in the proposed schedule** Only meeting arrangements, requests for information, and housekeeping records are crosswalked to 0001 All other records, (IT functions) are crosswalked to 0013
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housekeeping and Supporting Records	Cut off on closure	N1-79-08-9/10D	Temporary Destroy/Delete records 3 years after closure	
Short-term Administration Records - DAA-0048-2013-0001 0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Information Technology Systems Access	Cut off after closure of file	N1-115-94-1 IRM-7 20	Temporary Destroy when superseded, revoked, or after separation of employee	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Special Purpose Photographs	None	N1-115-94-1 PIO-7 10	Disposal Authorized - Temporary Retain in agency, review, delete, or purge from print or digital system every 3 years or when no longer required for current business needs	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Mail Management Program	None	N1-115-94-1 RIM-3 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Postage Meter Licenses and Permits	Cut off after closure	N1-115-94-1 RIM-3 20	Disposal Authorized - Temporary Destroy in agency 1-year after closure	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Directives Management Program	None	N1-115-94-1 RIM-5 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Department of the Interior and Other Agency Releases	Cut off after closure	N1-115-94-1 RIM-5 20	Temporary Destroy when canceled, superseded, or revoked	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Library Operations	None	N1-115-94-1 RIM-8 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Collection Procedures	None	N1-115-94-2 FIN-5 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Taxation	None	N1-115-94-2 FIN-11 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Grounds and Space Management	None	N1-115-94-2, PRM-16 00	Disposal Authorized - Temporary Destroy in agency 2 years after closure	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Building Maintenance and Service	None	N1-115-94-2 PRM-17 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Copier Management	None	N1-115-94-2 PRM-18 00	Disposal Authorized - Temporary Destroy in agency 1-year after closure	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Internal Delegations of Authority	None	N1-115-94-3, ADM-9 00	Disposal Authorized - Temporary Destroy in agency when superseded, revoked, withdrawn, or expired	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Conferences, Meetings, and Professional Societies	None	N1-115-94-3, ADM-10 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Safety Procedures and Programs	None	N1-115-94-3 SAF-3 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Safety of Dams Program - Directories and Instructions	Cut off when superseded or no longer required for current business needs	N1-115-94-8 PRJ-14 10	Disposal Authorized - Temporary Destroy in agency when no longer required for current business needs	

Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Emergency Operation Plans	Cut off when superseded or no longer required for current business needs	N1-115-07-1 ADM-11 10	Disposal Authorized - Temporary Destroy in agency when superseded or no longer required for current business needs	
Short-term Administration Records - DAA-0048-2013-0001-0001	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Stewart B McKinney Homeless Act	None	N1-115-07-1 PRM-20 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Motor Vehicle Accident Files	None	GRS 10-5 (GRS 10, 1952, item 5)	Temporary. Destroy 6 years after case is closed	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Motor Vehicle Release Files	Cut off after vehicle leaves agency custody	GRS 10-6 (NARA memo 10/20/1955)	Temporary Destroy 4 years after vehicle leaves agency custody	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Logistical Support for Flight Operations	Cut off when superseded	GRS 10-10 (N1-GRS-04-6, item 2)	Temporary Destroy when 6 years old or when superseded, whichever is later	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	All other records	Cut off when superseded or obsolete	GRS 10-11b (N1-GRS-04-6, item 3b)	Temporary Destroy when 6 years old or when superseded or obsolete, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Individual Aircraft Maintenance and Airframe Modifications Records	Cut off after aircraft disposal or clearance of related equipment from the program	GRS 10-12 (N1-GRS-04-6, item 4)	Temporary Destroy 6 years after aircraft disposal or clearance of related equipment from the program	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Metered Mail Files	Cut off when record is created	GRS 12-7 (NC1-64-77-9, item 7)	Temporary Destroy when 6 years old	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	FOIA Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Denying access to all or part of the records requested- Request not appealed	Cut off on date of reply	GRS 14-11a(3)a (N1-GRS-87-4 item 16a3a)	Temporary Destroy 6 years after date of reply	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	FOIA Appeals Files- Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein)	Cut off on final determination by agency, on expiration of time in which a requester can file suit, or on final adjudication by the courts, whichever is later	GRS 14-12a (N1-GRS-87-4 item 17a)	Temporary Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	FOIA Control Files- Registers or listing	Cut off after date of last entry	GRS 14-13a (NC1-64-76-3, item 11a)	Temporary Destroy 5 years after date of last entry	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	FOIA Control Files- Other files	Cut off on final action by the agency or on final adjudication by courts, whichever is later	GRS 14-13b (NC1-64-76-3, item 11b)	Temporary. Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Privacy Act Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)- Denying access to all or part of the records requested- Requests not appealed	Cut off on date of reply	GRS 14-21a (3)a (NC1-64-77-1 item 25a3a)	Temporary Destroy 5 years after date of reply	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Privacy Act Amendment Case Files- Requests to amend agreed to by agency Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials	Cut off records upon agency agreement to amend or the approved disposition of the related subject's individual record, whichever is later	GRS 14-22a (NC1-64-77-1 item 26a)	Temporary. Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later	

Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Privacy Act Amendment Case Files- Requests to amend refused by agency Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials	Cut off records on final agency determination, final adjudication by courts, or the approved disposition of the related subject's individual record, whichever is later	GRS 14-22b (NC1-64-77-1 item 26b)	Temporary. Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Privacy Act Amendment Case Files- Appealed requests to amend Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record	Cut off records on final adjudication by courts, or the approved disposition of the related subject's individual record, whichever is later	GRS 14-22c (NC1-64-77-1 item 26c)	Temporary Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Privacy Act Control Files- Registers or listings	Cut off on date of last entry	GRS 14-24a (NC1-64-77-1 item 28a)	Temporary Destroy 5 years after date of last entry	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Privacy Act Control Files- Other files	Cut off onfinal action by the agency or final adjudication by courts, whichever is later	GRS 14-24b (NC1-64-77-1 item 28b)	Temporary. Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Mandatory Review For Declassification Requests Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable)- Denying access to all or part of the records requested- Request not appealed	Cut off after final action by the agency or final adjudication by courts, whichever is later	GRS 14-31a (3)a (N1-GRS-87-7, item 31a3a)	Temporary. Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Mandatory Review for Declassification Appeals Files- Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein)	Cut off after final determination by agency	GRS 14-32a (N1-GRS-87-7, item 32a)	Temporary. Destroy 4 years after final determination by agency	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Mandatory Review for Declassification Control Files- Registers or listing	Cut off on final date in register/listing	GRS 14-33a (N1-GRS-87-7, item 33a)	Temporary Destroy 5 years after date	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Mandatory Review for Declassification Control Files- Other files	Cut off after final action by the agency	GRS 14-33b (N1-GRS-87-7, item 33b)	Temporary. Destroy 5 years after final action by the agency	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Erroneous Release Files- Files that do not include the official file copy of the released records	Cut off after the erroneous release	GRS 14-36b (N1-GRS-89-2 item 1b)	Temporary. Destroy 6 years after the erroneous release	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Records Disposition Files- Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority, SF 135, Records Transmittal and Receipt, SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation- Other records	Cut off when the related records are destroyed or transferred to the NARA, whichever is applicable	GRS 16-2a(2) (N1-GRS-98-2 item 17)	Temporary. Destroy 6 years after the related records are destroyed or after the related records are transferred to the NARA, whichever is applicable	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Forms Files- One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form	Cut off when related form is discontinued, superseded, or canceled	GRS 16-3a (NC1-GRS-81-4 item 1)	Temporary Destroy 5 years after related form is discontinued, superseded, or canceled	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Records Management Files	None	GRS 16-7 (N1-GRS-98-2 item 19)	Temporary Destroy when 6 years old	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Feasibility Studies- Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications	Cut off on completion or cancellation of study	GRS 16-9 (N1-GRS-81-7 item 1)	Temporary Destroy 5 years after completion or cancellation of study	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Information Collection Budget Files	None	GRS 16-12 (N1-GRS-87-16 item 1)	Temporary. Destroy when 7 years old	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Security and Protective Services Records - Classified Information Accounting and Control Records - Top Secret Accounting and Control Files Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents	Cut off after documents shown on forms are downgraded, transferred, or destroyed	GRS 18-5a	Temporary. Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Security and Protective Services Records - Facilities Security and Protective Services Records - Survey and Inspection Files. (privately owned facilities) Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents	None	GRS 18-10	Temporary Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Visitor Control Files- For areas under maximum security	None	GRS 18-17a	Temporary Destroy 5 years after final entry or 5 years after date of document, as appropriate	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Personnel Identification or Passport Photographs	Cut off when superseded or obsolete	GRS 21-2 (N1-GRS-98-2, item 33)	Temporary Destroy when 5 years old or when superseded or obsolete, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Committee Management Records	None	GRS 26-4 (N1-GRS-04-1 item 4)	Temporary. Destroy/delete when 6 years old	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Report of Accident/Incident File	None	NC1-22-78-1/10 SAFE-110	Temporary Transfer to the FRC 2 years after close of case, destroy 6 yrs after close of case	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Activity Report Files	Cut off at end of FY	NC1-22-78-1/45 MNGT-211	Temporary. Separate files into 1 years sets and transfer the set to a FRC when 3 yrs old, destroy the set when it is 7 yrs old	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Equipment Utilization Records a Raw data	Cut off when report has been made	NC1-22-78-1/48a MNGT-214	Temporary. Destroy when appropriate report has been prepared or when data is 4 yrs old	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	General Correspondence Files - Material that documents the routine accomplishments of the Service's mission	Cut off at end of FY	NC1-22-78-1/50b ADMI-530	Temporary Separate file into 1-year sets and transfer the set to a FRC when it is 4 yrs old, destroy the set when it is 8 yrs old	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Managerial Studies, Reports and Supporting Papers	Cut off at end of FY	NC1-22-78-1/60 MNGT-213	b. All other records in this series - Temporary Separate file into 1-year sets and transfer to a FRC when the set is 3 yrs old, destroy the set when it is 7 yrs old	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Reference Files	Cut off at end of FY	NC1-22-78-1/71 ADMI-630	Temporary. Review file annually Destroy material when 5 yrs old or when no longer of reference value, whichever occurs first.	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Species Management Administrative Files	Cut off at end of FY	N1-022-05-01/150 LIST-150	Temporary. Cut off at end of the year and destroy when 5 years old	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Program Records	Cut off at end of FY	N1-048-07-02, SOL 7504	Temporary. Cut off at EOFY, destroy 7 years after cut off	

Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Chronological/Reading files after creation of centralized filing	Cut off at end of FY	N1-048-07-02, SOL 7509b	Temporary. Cut off at EOFY, destroy 5 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	OHA- Director's Office- Reading Files	Cut off at end of FY in which notice or order is issued	N1-048-07-04 7102 5	Temporary Cut off at close of fiscal year in which notice or order is issued, delete/destroy 7 years after cut-off or when no longer needed for agency business, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	OHA- Interior Board of Indian Appeals (IBIA)- Return Receipts	Cut off when last case filed in the FY is closed and administrative record is returned to the agency.	N1-048-07-04 7103.10	Temporary Cut off when last case filed within the fiscal year is closed and administrative record is returned to agency, delete/destroy 7 years after cut off or when no longer needed for agency business, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	OHA- Interior Board of Indian Appeals (IBIA)- Reading Files	Cut off at end of FY in which notice, order, or decision is issued	N1-048-07-04 7103 5	Temporary Cut off at EOFY in which notice, order, or decision is issued, delete/destroy 7 years after cut off or when no longer needed for agency business, whichever is later	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	OHA- Interior Board of Land Appeals (IBLA)- Return Receipts	Cut off when last case filed in the FY is closed and administrative record is returned to the agency.	N1-048-07-04 7104.10	Temporary Cut off when last case filed within the fiscal year is closed and period for the parties to seek reconsideration has expired Delete/destroy 7 years after cut-off or when no longer needed for agency business, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	OHA- Interior Board of Land Appeals (IBLA)- Reading Files	Cut off at end of FY in which notice, order, or decision is issued	N1-048-07-04 7104.5	Temporary Cut off at COFY in which notice, order, or decision is issued, delete/destroy 7 years after cut off or when no longer needed for agency business, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	OHA- Departmental Cases Hearings Division (DCHD)- Reading Files	Cut off when last case filed in the FY is closed and administrative record is returned to the agency	N1-048-07-04 7105.5	Temporary. Cut off at COFY in which notice, order, or decision is issued, delete/destroy 7 years after cut off or when no longer needed for agency business, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	OHA- White Earth Reservation Land Settlement Act (WELSA) Hearings Division (WHD)- Correspondence Files	Cut off at end of FY in which notice, order, or decision is issued.	N1-048-07-04 7107 4	Temporary Cut off at COFY in which correspondence is sent or received, delete/destroy 7 years after cut off or when no longer needed for agency business, whichever is later	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Program Correspondence - All Others	None	N1-048-08-06, 1101.2	Temporary. Cut off at EOCY, destroy 5 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Departmental Level Honor Awards	Cut off when award is given	N1-048-08-13, 1305 5	Temporary Cut off when award is given, destroy 5 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Program Planning	None	N1-048-08-22, 1202	Temporary. Cut off at EOCY, destroy 4 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Technical Advice/Guidance Files	None	N1-048-08-22, 1203	Temporary. Cut off at EOCY, destroy 5 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Committee Management Files	Cut off at end of committee/meeting cycle	N1-048-08-22, 1207 1	Temporary Cut off at end of committee/meeting cycle, destroy 6 years after cut off	

Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Meeting Records	Cut off at end of committee/meeting cycle	N1-048-08-22, 1207 2	Temporary Cut off at end of committee/meeting cycle, destroy 6 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Congressional/Discovery Document Production Certification Files	Cut off when litigation or Congressional inquiry has ended	N1-048-08-22, 1215	Temporary Cut off when litigation or Congressional inquiry has ended, destroy 4 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Master Data Files of the Interagency Aviation Training System	Cut off at end of FY	N1-048-09-02, 7558 4	Temporary. Cut off at EOFY, destroy 7 years after cut-off, or when no longer needed, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Federal Consulting Group- Federal Consulting Group Case Files	Cut off at end of FY in which business with client is concluded	N1-048-09-09, 7504 1	Temporary Cut off at EOFY in which business with client is concluded, destroy ten years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Federal Consulting Group- American Customer Satisfaction Index (ACSI) Reports	Cut off at end of FY in which business with client is concluded	N1-048-09-09, 7504.2	Temporary Cut off at EOFY in which business with client is concluded, destroy ten years after cut off	

Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Electronic FOIA Tracking System (EFTS)	None	N1-048-09-13, 3151	Temporary Cut off at EOFY in which the request is completed or closed, destroy 6 years after cut-off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Firefighter and Law Enforcement Retirement Team (FLERT) Files-FLERT Advisory Board Administrative Files	Cut off at end of FY	N1-048-10-01, Item 8.7	Temporary. Cut off at EOFY, delete/destroy 5 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Vital Records Plans	Cut off when plan or directive is superseded	N1-048-10-04, 1209 4	Temporary. Cut off when plan is superseded, destroy 10 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Final Continuity of Operations Plans or Directives	Cut off when plan or directive is superseded	N1-048-10-04, 1221 1	Temporary Cut off when plan or directive is superseded, destroy 10 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Environmental Monitoring Records	Cut off at end of FY	DAA-0048-2011-0001, item 8	Temporary. Cut off at EOCY in which record is created, destroy 5 years after cut-off, or when no longer needed, whichever is later	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Aircraft Accident Files	None	N1-49-90-9, 10/11c	Temporary Cutoff EOFY, transfer to FRC 3 years after cut off, destroys 7 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Library Management Records	Cut off when obsolete, superseded, or no longer needed	N1-057-08-01 306-06	Temporary Cut-off at the EOFY, destroy when 5 years old or when obsolete, superseded, or no longer needed, whichever is later	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Communication Project Files	Cut off at project completion	N1-057-08-02 505-04	Temporary Cut-off at project completion Destroy 6 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Motor Vehicle, Aircraft, and Watercraft History, Operation and Use, Maintenance, and Release and Transfer Files	Cut off at end of fiscal year	N1-057-08-06, 1002-03	Temporary Cut-off at the end of the fiscal year Destroy 7 years after moto vehicle, aircraft, or watercraft disposal	**Moved to Long-term Admin from Long-term Finance**
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Publications, Library, FOIA, and PA Records - Records regarding development of publications (i e , proof sheets and related) and library activities (circulation records) that do not meet the criteria for permanent records Also includes Freedom of Information Act and Privacy Act requests	Cut off on closure of record	N1-79-08-8/9C	Temporary. Destroy/Delete records 7 years after closure.	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Information Resource Management General Files	None	N1-115-94-1 IRM-1 10	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Information Resource Management Reports	None	N1-115-94-1 IRM-2 00	Disposal Authorized - Temporary. Destroy in agency 5 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Communications and Control Systems	None	N1-115-94-1 IRM-8 00	Disposal Authorized - Temporary Destroy in agency 5 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Public Information General Files	None	N1-115-94-1 PIO-1 10	Disposal Authorized - Temporary. Destroy in agency 6 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Public Information Reports	None	N1-115-94-1 PIO-2 00	Disposal Authorized - Temporary. Destroy in agency 5 years after closure	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Records and Information Management General Files	None	N1-115-94-1 RIM-1 10	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Records and Information Management Reports	None	N1-115-94-1 RIM-2 00	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Records and Information Management Program	None	N1-115-94-1, RIM-4.00	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Acquisition Management Reports	None	N1-115-94-2 ACM-2.00	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Financial Management and Program Coordination General Files	None	N1-115-94-2 FIN-1 10	Disposal Authorized - Temporary Destroy in agency 6 years after closure	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Financial Management and Program Coordination Reports	None	N1-115-94-2 FIN-2 00	Disposal Authorized - Temporary Destroy in agency 5 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Funds and Funding	None	N1-115-94-2 FIN-3.00	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Financial Audits	None	N1-115-94-2 FIN-8 00	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Rental Deduction Files - Rental Rate Surveys	None	N1-115-94-2 FIN-15 00	Disposal Authorized - Temporary. Destroy in agency 10 years after closure	Reduces retention
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Aircraft Management	None	N1-115-94-2 PRM-11.00	Disposal Authorized - Temporary Destroy in agency 4 years after closure	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Administrative Management General Files	None	N1-115-94-3 ADM-1 10	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Federal Register Notices and Rules	None	N1-115-94-3 ADM-5.00	Disposal Authorized - Temporary. Destroy in agency 5 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Management Reviews and Objectives	None	N1-115-94-3 ADM-7.00	Disposal Authorized - Temporary Destroy in agency 10 years after closure	Reduces retention
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	International Visitor and Training Program	None	N1-115-94-3 ADM-12.10	Disposal Authorized - Temporary Transfer to FRC 5 years after closure or as volume warrants, destroy 15 years after closure	Reduces retention
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Safety General Files	None	N1-115-94-3 SAF-1 10	Disposal Authorized - Temporary. Destroy in agency 6 years after closure	

Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Safety Reports	None	N1-115-94-3 SAF-2 00	Disposal Authorized - Temporary Destroy in agency 5 years after closure	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Contractor Employee Accident	None	N1-115-94-3 SAF-4 10	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Public Accident	None	N1-115-94-3 SAF-4.20	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Education Partnership Program	None	N1-115-07-1 ADM-26 00	Disposal Authorized - Temporary. Destroy in agency 5 years after closure	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Financial Systems	None	N1-115-07-1 FIN-6.10	Disposal Authorized - Temporary. Destroy in agency 10 years after closure	Reduces retention

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Arts and Graphics	None	N1-115-07-1 PIO-5.00	Disposal Authorized - Temporary. Destroy in agency 5 years after closure	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Facilities & Space Management (64)	Cut off at the EOFY, or when activity is completed	N1-473-12-1 Item 1E	Temporary Cut off at the end of the fiscal year or when activity is completed, transfer to the FRC 3 years after the cut-off, delete/destroy 7 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Information Mgmt & Files (65). Records relating to information mgmt & used to report all work related to IT information resources as well as central files, mailrooms, and library/information services for developing, coordinating, & implementing policies, standards guidelines, reporting, and providing related technical assistance	Cut off at the end of FY or when activity is completed	N1-473-12-1 Item 1F	Temporary Cut off at the end of the FY or when activity is completed Delete/Destroy 7 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Administrative Support Services (66) Records relating to generall administrative functions & accumulated by individual offices on a wide variety of subjects.	Cut off at end of fiscal year when activity is completed	N1-473-12-1 Item 1G	Temporary. Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut-off, delete/destroy 7 years after cut off	

Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Planning (67)	Cut off at the EOFY, or when activity is completed	N1-473-12-1 Item 1H	Temporary Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut-off, delete/destroy 7 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off.	Performance & Financial Mgmt Reports (73)	Cut off at the EOFY in which claim, matter or appeal is disallowed, withdrawn or settled	N1-473-12-1 Item 1K	Temporary. Cut off at the EOFY in which claim, matter or appeal is disallowed, withdrawn or settled, delete/destroy 7 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Facilities & Space Management (64)	None	N1-589-12-1 Item 1E	Temporary Cut off at the EOFY or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Information Mgmt & Files (65). Records relating to information mgmt & used to report all work related to IT information resources as well as central files, mailrooms, and library/information services for developing, coordinating, & implementing policies, standards guidelines, reporting, and providing related technical assistance	Cut off at the EOFY, or when activity is completed	N1-589-12-1 Item 1F	Temporary Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	Moved from IT
Long-term Administration Records - DAA-0048-2013-0001 0002	Temporary Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Administrative Support Services (66) Records relating to generall administrative functions & accumulated by individual offices on a wide variety of subjects	Cut off at end of fiscal year when activity is completed	N1-589-12-1 Item 1G	Temporary Cut off at the EOFY or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	

Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Planning (67). Records relating to the activities of strategic planning, performance planning measurement & reporting, workforce planning, organizational development, evaluations, COOP plans & management analysis for the org. as a whole	None	N1-589-12-1 Item 1H	Temporary. Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	
Long-term Administration Records - DAA-0048-2013-0001-0002	Temporary. Cut off record as instructed in the agency/bureau records manual, or when files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Performance & Financial Mgmt Reports (73)	None	N1-589-12-1 Item 1K	Temporary. Cut off at the EOFY, or when activity is completed Transfer to the FRC 3 years after the cut-off, delete/destroy 7 years after cut off	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Operating records including those relating to gas and oil consumption, dispatching, and scheduling	Cut off at end of fiscal quarter	GRS 10-2a (GRS 10, 1952, item 2a)	Temporary Destroy when 3 months old	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Credentials Files- Receipts, indexes, listings, and accountable records	Cut off after all listed credentials are accounted for	GRS 11-4b (GRS 11, 1952, item 4b)	Temporary Destroy after all listed credentials are accounted for	

Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Building and Equipment Service Files - Requests for building and equipment maintenance services, excluding fiscal copies	Cut off after work is performed or requisition is cancelled	GRS 11-5 (GRS 11, 1952, item 5)	Temporary Destroy 3 months after work is performed or requisition is canceled	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Administrative Issuances - Notices and other types of issuances related to routine administrative functions (e g , payroll, procurement, personnel)	Cut off when superseded or obsolete	GRS 16-1a (NC1-GRS-81-5 item 3c)	Temporary. Destroy when superseded or obsolete	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Administrative Issuances - Case files related to (a) above that document aspects of the development of the issuance	Cut off when related issuance is destroyed	GRS 16-1b (NC1-GRS-81-5 item 3d)	Temporary Destroy when issuance is destroyed	

Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases. Destroy when when no longer needed	Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency	Cut off when superseded or after the structure or object has been retired from service	GRS 17-3 (N1-GRS-98-2 item 24)	Temporary Destroy when superseded or after the structure or object has been retired from service	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems	Cut off when superseded or after the structure or object has been retired from service	GRS 17-4 (N1-GRS-98-2 item 25)	Temporary Destroy when superseded or after the structure or object has been retired from service	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Space Assignment Plans - Outline floor plans indicating occupancy of a building	Cut off when superseded, or when the structure or object has been retired from service	GRS 17-6 (N1-GRS-98-2 item 27)	Temporary Destroy when superseded or after the structure or object has been retired from service	

Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary. Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Engineering Drawings of Routine Minor Parts - Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file.	Cut off when superseded or after the structure or object has been retired from service	GRS 17-8 (N1-GRS-98-2 item 28)	Temporary Destroy when superseded or after the structure or object has been retired from service	Added back to schedule
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc.) See specific bureau/office instructions for individual cases Destroy when when no longer needed.	Cartographic, Aerial Photographic, Architectural, and Engineering Records - Drawings Reflecting Minor Modifications - Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file	Cut off when superseded or after the structure or object has been retired from service	GRS 17-9 (N1-GRS-98-2 item 29)	Temporary Destroy when superseded or after the structure or object has been retired from service	Added back to schedule
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc.) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Paint Plans and Samples - Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings	Cut off when superseded or after the structure or object has been retired from service	GRS 17-10 (N1-GRS-98-2 item 30)	Temporary Destroy when superseded or after the structure or object has been retired from service	Added back to schedule

Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc). See specific bureau/office instructions for individual cases Destroy when when no longer needed	Top Secret Accounting and Control Files	Cut off when related document is downgraded, transferred, or destroyed	GRS 18-5b	Destroy when related document is downgraded, transferred, or destroyed	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc). See specific bureau/office instructions for individual cases Destroy when when no longer needed	Classified Document Container Security Files Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers	Cut off when superseded by a new form or list, or upon turn-in of containers	GRS 18-7a	Temporary Destroy when superseded by a new form or list or upon turn-in of containers	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Classified Document Container Security Files Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and window and activating alarms	Cut off after date of last entry on the form	GRS 18-7b (N1-GRS-93-1 item 7b)	Temporary Destroy 3 months following the last entry on the form (see note)	

Administration Records of Specific Temporary Value - DAA 0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc.) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Property Pass Files	Cut off after expiration or revocation	GRS 18-12	Temporary Destroy 3 months after expiration or revocation	
Administration Records of Specific Temporary Value - DAA 0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Key Accountability Files - Files relating to accountability for keys issued For areas NOT under maximum security	Cut off after turn-in of key	GRS 18-16b	Temporary Destroy 6 months after turn-in of key	
Administration Records of Specific Temporary Value - DAA 0048-2013-0001-0003	Temporary. Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Control center key or code records, emergency call cards, and building record and employee identification cards	Cut off when superseded or obsolete	GRS 18-19a	Temporary Destroy when superseded or obsolete	

Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary. Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Arms distribution sheets, charge records, and receipts	Cut off after return of arms	GRS 18-19d	Temporary Destroy 3 months after return of arms	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Lists or rosters showing the current security clearance status of individuals	Cut off when superseded or obsolete	GRS 18-23	Temporary Destroy when superseded or obsolete	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Tracking and Control Records	Cut off after the date of the latest entry	GRS 23-8 (N1-GRS-98-2 item 45)	Temporary Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable	2 year retention removed in accordance with GRS team's feedback

Administration Records of Specific Temporary Value - DAA 0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Records of Internal agency committees unrelated to an agency's mission	Cut off when no longer needed for administrative purposes	GRS 26-1a (N1-GRS-04-1 item 1a)	Temporary. Destroy/delete when no longer needed for administrative purposes	
Administration Records of Specific Temporary Value - DAA 0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Commissions Established under the Federal Advisory Committee Act (FACA) Web site records Electronic version of web site(s)	Cut off on termination of the commission or when no longer needed	GRS 26-2c(1) (N1-GRS-07-1 item 2c1)	Temporary. Destroy/delete on termination of commission or when no longer needed, excluding records covered by the NOTE following this item	
Administration Records of Specific Temporary Value - DAA 0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Commissions Established under the Federal Advisory Committee Act (FACA) Web site records Design, management, and technical operation records	Cut off on termination of the commission or when no longer needed	GRS 26-2c(2) (N1-GRS-07-1 item 2c2)	Temporary Destroy/delete on termination of commission or when no longer needed	

Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Commissions Established under the Federal Advisory Committee Act (FACA) Web site records Electronic version of content records duplicated in textual series of commission records	Cut off on termination of the commission or when no longer needed	GRS 26-2c(3) (N1-GRS-07-1 item 2c3)	Temporary Destroy/delete on termination of commission or when no longer needed	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Library Catalog and Finding Aid Databases - Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy	Cut off when collection item is disposed of	N1-022-05-01/155b ADMI-665	Temporary. Delete entries after collection Item disposed of	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Records Inventories	Cut off when superseded	N1-048-08-22, item 1209 3	Temporary Cut off when superseded, destroy when no longer needed	

Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases. Destroy when when no longer needed	DOI Library System	Cut off when information is superseded or obsolete	N1-048-09-03	Temporary Cut off when records are transferred to a new system, destroy when no longer needed	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed	Equipment Records	Cut off upon disposal/surplus or discarding of equipment	N1-057-08-06 904-10	Temporary Destroy upon disposal/surplus or discarding of equipment	
Administration Records of Specific Temporary Value - DAA-0048-2013-0001-0003	Temporary Cut off at when the object or subject the records refer to is removed/discontinued (e g commission terminated, register/list superseded, temporary structures removed, etc) See specific bureau/office instructions for individual cases Destroy when when no longer needed.	Equipment Operation and Maintenance	Cut off when equipment is removed from service or transferred	N1-115-94-8 PRJ-20 00	Disposal Authorized - Temporary Destroy or transfer with equipment	
Human Resources Management						

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Service Record Cards - Separated/Transferred CY 1948 and later	Cut off on separation or transfer of employee	GRS 1-2b (NC1-64-77-10 item 2b)	Temporary. Destroy 3 years after separation	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Correspondence Records	None	GRS 1-3 (N1-GRS-81-10 item 1)	Temporary Destroy when 3 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Certificate of Eligibles Files	None	GRS 1-5 (NC1-64-77-10 item 5)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Position Classification Standards Files- Correspondence and other records- Review File	None	GRS 1-7a (2) (b) (NC1-64-77-10 item 7a2b)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Position Descriptions	Cut off when position is abolished or description is superseded	GRS 1-7b (N1-GRS-88-4 item 1)	Temporary. Destroy 2 years after position is abolished or description is superseded	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Position Classification Survey Files- Classification survey reports	Cut off after inspection	GRS 1-7c (1) (NC1-64-77-10 item 7c1a)	Temporary Destroy when 3 years old or 2 years after regular inspection, whichever is sooner	This series is now believed to be defunct, per OPM
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Position Classification Survey Files- Inspection, audit, and survey files	Cut off when obsolete or superseded	GRS 1-7c (2) (NC1-64-77-10 item 7c1b)	Temporary. Destroy when obsolete or superseded	This series is now believed to be defunct, per OPM
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Appeals Files- Case files relating to classification appeals, excluding OPM classification certificate.	Cut off when case is closed	GRS 1-7d (1) (N1-GRS-90-1 item 7d1)	Temporary Destroy 3 years after case is closed	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Performance Rating Board Case Files	Cut off when case is closed	GRS 1-9 (NC1-64-77-10 item 9)	Temporary Destroy 1 year after case is closed	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Temporary Individual Employee Records- Immigration and Naturalization Service Form I-9	Cut off on separation or transfer of employee	GRS 1-10b (N1-GRS-97-4 item 10b)	Temporary. Destroy 3 years after employee separates from service or transfers to another agency	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employee Awards Files- General awards records- Case files	Cut off on approval or disapproval of award	GRS 1-12a(1) (NC1-64-77-10 item 12a1)	Temporary. Destroy 2 years after approval or disapproval	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employee Awards Files- General awards records- Correspondence	None	GRS 1-12a(2) (NC1-64-77-10 item 12a2)	Temporary. Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employee Awards Files- Length of service and sick leave awards files	None	GRS 1-12b (NC1-64-77-10 item 12b)	Temporary. Destroy when 1 year old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employee Awards Files- Letters of commendation and appreciation	None	GRS 1-12c (NC1-64-77-10 item 12c)	Temporary. Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Incentive Awards Program Reports	None	GRS 1-13 (NC1-64-77-10 item 13)	Temporary. Destroy when 3 years old	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off	Notifications of Personnel Actions- Chronological file copies	None	GRS 1-14a (NC1-64-77-10 item 14a)	Temporary. Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Notifications of Personnel Actions- All other copies maintained in personnel offices	None	GRS 1-14b (NC1-64-77-10 item 14b)	Temporary. Destroy when 1 year old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Operations Statistical Reports	None	GRS 1-16 (NC1-64-77-10 item 16)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Correspondence and Forms Files- Retention registers and related records- Effect reduction-in-force actions	None	GRS 1-17b (1) (NC1-64-77-10 item 17b1)	Temporary. Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Health Unit Control Files- If information is not summarized	Cut off on date of last entry	GRS 1-20b (NC1-64-77-10 item 20b)	Temporary. Destroy 2 years after last entry	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employee Medical Folder (EMF)- Temporary or short-term records as defined in the Federal Personnel Manual (FPM)	Cut off on separation or transfer of employee	GRS 1-21b (N1-GRS-86-4 item 21b)	Temporary. Destroy 1 year after separation or transfer of employee	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Statistical Summaries	Cut off on date of summary or report	GRS 1-22 (NC1-64-77-10 item 22)	Temporary Destroy 2 years after date of summary or report	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Reasonable Accommodation Request Records- General Files	Cut off when superseded or no longer needed	GRS 1-24a (N1-GRS-04-2 item 1a)	Temporary. Destroy 3 years after supercession or when no longer needed for reference whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Reasonable Accommodation Request Records- Employee Case Files	Cut off on separation or transfer of employee and when all appeals are concluded	GRS 1-24b (N1-GRS-04-2 item 1b)	Temporary. Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Reasonable Accommodation Request Records- Supplemental Files	Cut off at end of FY in which accomodation is decided and all appeals are concluded	GRS 1-24c (N1-GRS-04-2 item 1c)	Temporary. Destroy 3 years after end of fiscal year in which accommodation is decided or all appeals are concluded, whichever is later	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Reasonable Accommodation Request Records- Tracking System	Cut off when compliance report is filed or when no longer needed for reference	GRS 1-24d (N1-GRS-04-2 item 1d)	Temporary. Delete/destroy 3 years after compliance report is filed or when no longer needed for reference	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Equal Employment Opportunity (EEO) Records- Copies of Complaint Case Files	Cut off on resolution of the case	GRS 1-25b (NC1-64-77-10 item 26b)	Temporary. Destroy 1 year after resolution of case	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Equal Employment Opportunity (EEO) Records- Preliminary and Background Files- Background records not filed in the Official Discrimination Complaint Case Files	Cut off on final resolution of the case	GRS 1-25c (1) (N1-GRS-92-3 item 25c1)	Temporary Destroy 2 years after final resolution of case	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Equal Employment Opportunity (EEO) Records- Preliminary and Background Files- Records documenting complaints that do not develop into Official Discrimination Complaint Cases	None	GRS 1-25c (2) (N1-GRS-92-3 item 25c2)	Temporary. Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Equal Employment Opportunity (EEO) Records- Employee Housing Requests	None	GRS 1-25e (NC1-64-77-10 item 26e)	Temporary Destroy when 1 year old	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Personnel Counseling Records-Counseling Files	Cut off on termination of counseling	GRS 1-26a (NC1-64-77-10 item 27a)	Temporary Destroy 3 years after termination of counseling	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Counseling Records-Alcohol and Drug Abuse Program	None	GRS 1-26b (NC1-64-77-10 item 27b)	Temporary. Destroy when 3 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Civilian Personnel Records - Alternative Dispute Resolution (ADR) Files - General Files General correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the agency's overall ADR program	None	GRS 1/27a	Temporary Destroy when 3 years old (N1-GRS-03-2, item a)	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Training Records- General file of agency-sponsored training-Background and working files	None	GRS 1-29a (2) (NC1-64-77-10 item 30b2)	Temporary. Destroy when 3 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Injury Files	Cut off on termination of compensation or when deadline for filing a claim has passed	GRS 1-31 (N1-GRS-86-4 item 32)	Temporary Cut off on termination of compensation or when deadline for filing a claim has passed, destroy 3 years after cut off	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Merit Promotion Case Files	Cut off after OPM audit or after the personnel action is completed, whichever is sooner	GRS 1-32 (N1-GRS-79-2 item 1)	Temporary Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Delegated agreements	Cut off on termination of agreement	GRS 1-33a (N1-GRS-86-1 item 34)	Temporary. Destroy 3 years after termination of agreement	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Examining and Certification Records- Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations	None	GRS 1-33b (N1-GRS-85-2 item 34a)	Temporary. Cut off annually, destroy 1 year after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Examining and Certification Records- Examination Announcement Case Documentation Files	Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures	GRS 1-33f (N1-GRS-02-1 item 33f)	Temporary Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures, destroy 2 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Register or inventory of eligibles	Cut off after the date on which the register of inventory is terminated	GRS 1-33g (N1-GRS-02-1 item 33g)	Temporary. Destroy 2 years after the date on which the register of inventory is terminated	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Letters to applicants denying transfer of eligibility	None	GRS 1-33h (N1-GRS-85-2 item 34f)	Temporary Cut off annually, destroy 1 year after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Examining and Certification Records- Cancelled and ineligible applications for positions filled from a register or inventory	None	GRS 1-33k (N1-GRS-02-1 item 33k)	Temporary Cut off annually, destroy 1 year after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records - Eligible applications for positions filled from a register or inventory, including OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format. On active register or inventory.	Cut off after date on which the register or inventory is destroyed	GRS 1/33l(1) (N1-GRS-02-1 item 33l1 [el-one])	Temporary Destroy 90 days after termination of the register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any)	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Eligible applications for positions filled from a register or inventory- On inactive register or inventory	None	GRS 1-33l (2) (N1-GRS-02-1 item 33l2 [el-two])	Temporary Cut off annually, destroy 1 year after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Ineligible or incomplete applications for positions filled by case examining	None	GRS 1-33m (N1-GRS-02-1 item 33m)	Temporary Cutoff annually, destroy 2 years after cut off	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Examining and Certification Records- Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official	None	GRS 1-33n (N1-GRS-02-1 item 33n)	Temporary Cutoff annually, destroy 2 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Examining and Certification Records- Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, OPM 648, or equivalent form	None	GRS 1-33o (N1-GRS-85-2 item 34k)	Temporary Cut off annually, destroy 1 year after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Examining and Certification Records- Certificate Files, including SF 39, SF 39A, or equivalent, and all papers upon which the certification was based	None	GRS 1-33p (N1-GRS-02-1 item 33p)	Temporary. Cut off annually, destroy 2 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Examining and Certification Records- Certification request control index. Certificate control log system Records of information	None	GRS 1-33q (N1-GRS-02-1 item 33q)	Temporary Cut off annually, destroy 2 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- DEP control cards, if maintained	None	GRS 1-33s (N1-GRS-85-2 item 34o)	Temporary Cut off annually, destroy 2 years after cut off	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Examining and Certification Records- Reports of audits of delegated examining operations	Cut off on the date of the report	GRS 1-33t (N1-GRS-85-2 item 34p)	Temporary Destroy 3 years after date of the report	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Denied Health Benefits Requests Under Spouse Equity- Health benefits denied, not appealed	Cut off upon denial	GRS 1-35a (N1-GRS-88-2 item 1a)	Temporary. Destroy 3 years after denial	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Denied Health Benefits Requests Under Spouse Equity- Health benefits denied, appealed to OPM for reconsideration- Appeal unsuccessful	Cut off upon denial	GRS 1-35b (2) (N1-GRS-88-2 item 1b2)	Temporary. Destroy 3 years after denial	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Federal Workplace Drug Testing Program Files- Drug test plans and procedures	Cut off when superseded or obsolete	GRS 1-36a (N1-GRS-98-2 item 6)	Temporary. Destroy when 3 years old or when superseded or obsolete	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Federal Workplace Drug Testing Program Files- Selection/scheduling records	None	GRS 1-36c (N1-GRS-90-2 item 36c)	Temporary. Destroy when 3 years old [See note (2) after item 36e(2)]	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Federal Workplace Drug Testing Program Files- Records relating to the collection and handling of specimens- Record Books	Cut off on date of last entry	GRS 1-36d (1) (N1-GRS-90-2 item 36d1)	Temporary Destroy 3 years after date of last entry. [See note (2) after item 36e(2)]	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Federal Workplace Drug Testing Program Files- Records relating to the collection and handling of specimens- Chain of custody records	None	GRS 1-36d (2) (N1-GRS-90-2 item 36d2)	Temporary. Destroy when 3 years old [See note (2) after item 36e(2)]	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Test Results- Positive Results- Employees	Cut off when employee leaves the agency	GRS 1-36e (1) (a) (N1-GRS-98-1 item 36e2a)	Temporary Destroy when employee leaves the agency or when 3 years old, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Test Results- Positive Results- Applicants not accepted for employment	None	GRS 1-36e (1) (b) (N1-GRS-98-1 item 36e2b)	Temporary Destroy when 3 years old [See note (2) after item 36e(2)]	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Test Results- Negative results	None	GRS 1-36e (2) (N1-GRS-98-1 item 36e1)	Temporary Destroy when 3 years old	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Donated Leave Program Case Files	Cut off at end of FY in which the file is closed	GRS 1-37 (N1-GRS-92-5 item 1)	Temporary Beginning in 1/94, destroy 1 year after the EOCY in which the file is closed	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off	Wage Survey Files	Cut off after completion of second succeeding wage survey	GRS 1-38	Temporary. Destroy after completion of second succeeding wage survey	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Retirement Assistance Files	None	GRS 1-39 (NC1-64-77-7 item 21b)	Temporary Destroy when 1 year old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Pay Comparability Records	Cut off on the date of approval or upon completion of the relevant service agreement or allowance, whichever is later	GRS 1-41 (N1-GRS-96-2)	Temporary Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Alternate Worksite Records- Approved requests or applications to participate in an alternate worksite program, agreements between the agency and the employee, and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act	Cut off at the end of employee's participation in the program	GRS 1-42a (N1-GRS-97-1 item 1a)	Temporary. Destroy 1 year after end of employee's participation in the program	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Alternate Worksite Records- Unapproved requests	Cut off when request is rejected	GRS 1-42b (N1-GRS-97-1 item 1b)	Temporary Destroy 1 year after request is rejected	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Alternate Worksite Records- Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program	None	GRS 1-42c (N1-GRS-97-1 item 1c)	Temporary. Destroy when 1 year old, or when no longer needed, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Leave Application Files- If employee has not initialed time card or equivalent	None	GRS 2-6b (N1-GRS-92-4 item 6b)	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Leave Record- Creating agency copy, when maintained	None	GRS 2-9b (N1-GRS-92-4 item 9b)	Temporary. Destroy when 3 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Combined Federal Campaign and Other Allotment Authorizations	None	GRS 2-15a (N1-GRS-92-4 item 15a)	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Combined Federal Campaign and Other Allotment Authorizations	None	GRS 2-15b (N1-GRS-92-4 item 15b)	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Levy and Garnishment Files	Cut off when garnishment is terminated	GRS 2-18 (N1-GRS-92-4 item 18)	Temporary Destroy 3 years after garnishment is terminated	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Payroll System Reports- Reports and data used for agency workload and or personnel management purposes	None	GRS 2-22b (N1-GRS-92-4 item 22b)	Temporary Destroy when 2 years old	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Payroll System Reports- Reports providing fiscal information on agency payroll	None	GRS 2-22c (N1-GRS-92-4 item 22c)	Temporary Destroy after GAO audit or when 3 years old, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Payroll Change Files- Copies subject to GAO audit	None	GRS 2-23a (N1-GRS-92-4 item 23a)	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Payroll Correspondence	None	GRS 2-24 (N1-GRS-92-4 item 24)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing General Correspondence Files	None	GRS 15-1 (GRS 15, 1953, item 1)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off	Housing Maintenance and Repair Files- Summary card or ledger record	Cut off at end of FY in which unit is closed to tenancy or leaves agency control	GRS 15-2a (GRS 15, 1953, item 2a)	Temporary. Destroy 3 fiscal years following COFY in which unit is closed to tenancy or leaves agency control	

Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Housing Maintenance and Repair Files- Work orders, requisitions, and related papers involved in repair and maintenance work	Cut off at end of FY in which work is done	GRS 15-2b (GRS 15, 1953, item 2b)	Temporary Destroy 3 fiscal years following COFY in which work is done	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Housing Management Files	None	GRS 15-3 (GRS 15, 1953, item 3)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing Lease Files	Cut off at end of FY in which lease is terminated/lapsed/cancelled, or litigation is concluded, whichever is later	GRS 15-4 (GRS 15, 1953, item 4)	Temporary Destroy 3 fiscal years following EOFY in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off	Housing Assignment and Vacancy Card Files- Individual housing unit cards	Cut off at end of FY in which unit is closed to tenancy or leaves agency control	GRS 15-5b (GRS 15, 1953, item 5b)	Temporary Destroy 3 fiscal years after EOFY in which unit is closed to tenancy or leaves agency control	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing Inventory Files	Cut off at close of FY in which inventory is superseded	GRS 15-6 (GRS 15, 1953, item 6)	Temporary. Destroy 3 fiscal years after close of fiscal year in which inventory is superseded	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Housing Application Files- Rejected application files	Cut off on date of rejection	GRS 15-7a (GRS 15, 1953, item 7a)	Temporary Destroy 1 year from date of rejection	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Housing Application Files- All others	None	GRS 15-7b (GRS 15, 1953, item 7b)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Training Aids File	Review annually. Cut off when superseded or obsolete	NC1-22-78-1/12 ADMI-153	Temporary. Review annually Destroy when obsolete, superseded, or when it ceases to serve the purpose for which it was created	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Volunteer Personnel Files	Cutoff at the end of FY in which services are terminated	N1-022-02-01/01 ADMI-146	Temporary Cut off at the EOFY in which services are terminated, destroy 3 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Volunteer Program Administration Files	None	N1-022-02-01/02 ADMI-149	Temporary Cut off at the EOFY, destroy 3 years after cut off	

Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Annual National Status of the Volunteer Program Report Files. b Volunteer Program Report Files Background and reference materials used to create the annual Volunteer Program Report.	Cut off after final report is completed	N1-022-02-01/03b	Temporary Cutoff after final report is completed Destroy 3 years after cutoff	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Standard Position Descriptions Files	Cut off when position is abolished or description is superseded	N1-048-06-02, Item 3701 3a	Temporary Destroy 2 years after position is abolished or description is superseded	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Non-Standard Position Descriptions Files	Cut off when position is abolished or description is superseded	N1-048-06-02, Item 3701.3b	Temporary. Destroy 2 years after position is abolished or description is superseded	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Denied Position Descriptions Files	Cut off when position is denied and when no longer needed for agency business	N1-048-10-01, Item 8 4	Temporary. Destroy 3 years after position is denied or when no longer needed for agency business, whichever is longer	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	IBC Human Resources Directorate-Corrective and Preventive Action Review Files	Cut off or at the next ISO full audit	N1-048-09-12, item 7511.2	Temporary Cut off when no further corrective action necessary, destroy 3 years after cutoff or at the next ISO full audit, whichever is sooner	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Summer Hire System	None	NC1-49-85-1, Q/24 20/33	Temporary. Destroy data 1 year after its creation.	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Payroll/Personnel	Cut off when superseded or no longer needed	NC1-49-85-1, Q/30 20/36	Temporary. Destroy individual data elements when superseded or no longer needed for administrative purposes NARA Job NC1-49-85-1, 20/36	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Volunteer Official Personnel Folders	Cut off at end of FY in which services are terminated	N1-49-90-6, 1/41a	Temporary. Cutoff EOFY in which services are terminated, destroy 3 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Volunteer Program Administrative Files	None	N1-49-90-6, 1/41b	Temporary. Cutoff EOFY, destroy 2 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Fire Experience and Qualifications Files	Cut off when superseded, obsolete, or no longer needed	N1-49-90-6 1/43	Temporary Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes	

Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Human Capital Program Plans and General Records	None	N1-057-08-01, 401-01	Temporary Cut-off at the end of the fiscal year Destroy 3 years after cut-off, or when no longer needed, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Human Capital Analysis, Statistical, and other Reports - Miscellaneous reports generated in the Office of Human Capital and subordinate units relating to Human Capital management activities.	None	N1-057-08-01, 401-02	Temporary. Cut-off at the end of the fiscal year Destroy 2 years after cut-off, or when no longer needed, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employee Merit Promotion case Files	Cut off after OPM audit or when the personnel action is completed, whichever is sooner If a complaint is filed, cut off on resolution of the case	N1-057-08-01 , 404-04	Temporary Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner, in instances where a complaint has been filed concerning an action, file must be retained for a minimum of 2 years following resolution of the case	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Notification of Personnel Actions	None	N1-057-08-01 , 404-06	Temporary. Cut off at the EOFY, destroy when 2 years old	

Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employment Examination and Certification Records Certificate Files	None	N1-057-08-01 , 404-12m	Temporary. Cut off at the EOFY, destroy 2 years after cut-off data unless litigation has resulted, in those cases, retain until further notice from OPM	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employee Award Files Case Files	Cut off upon approval or disapproval of award	N1-057-08-01 405-01a	Temporary Cut off at the EOFY, destroy 2 years after approval or disapproval or after cut-off, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employee Award Files Correspondence and Reports	None	N1-057-08-01 , 405-01b	Temporary Cut off at the EOFY, destroy 3 years after cut-off	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Physical Fitness Program Handbook	None	N1-057-08-01 , 408-01a	Temporary. Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Physical fitness - Copies of Employee E-mails and Other Materials	None	N1-057-08-01 , 408-01c	Temporary. Cut off at the EOFY, destroy 2 years after cut-off or when no longer needed, whichever is later	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Employee Assistance Program (EAP) - Files Concerning the Planning, Coordination, and Direction of the EAP.	None	N1-057-08-01 , 408-06a	Temporary Cut-off at the EOFY, destroy 3 years after cut-off, or when no longer needed for reference, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Student Recruitment System (SRS)	Cut off when no longer needed for agency business	N1-057-08-01 , 412-04	Temporary Destroy when no longer needed for current business	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Learning Management System- All other Copies.	Cut off when superseded, obsolete, or no longer needed.	N1-057-08-01 , 413-01e	Temporary Cut off at the EOFY Destroy 2 years after cut-off or when superseded, obsolete, or no longer needed, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Housing and Quarters Lease Records	Cut off when records is closed	N1-115-94-2, PRM-15 00	Disposal Authorized - Temporary. Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Personnel Management Reports	Cut off when record is closed	N1-115-94-3 PER-2.00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Position Descriptions	Cut off when record is closed	N1-115-94-3 PER-4.10	Disposal Authorized - Temporary. Destroy in agency 2 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Position Surveys and Audits	Cut off when record is closed	N1-115-94-3 PER-4 20	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off	Position Description Appeals	Cut off when record is closed	N1-115-94-3 PER-4.30	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Employment Staffing Methods and Practices	Cut off when record is closed	N1-115-94-3 PER-5 00	Disposal Authorized - Temporary. Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Appointment and Tenure	Cut off when record is closed	N1-115-94-3 PER-5 10	Disposal Authorized - Temporary Destroy in agency 3 years after closure	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Recruitment, Selection, and Placement	Cut off when record is closed	N1-115-94-3 PER-5.20	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Personnel Actions and Data Processing	Cut off when record is closed	N1-115-94-3 PER-6.00	Disposal Authorized - Temporary. Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Supervisor's Personnel Files	Cut off when record is closed	N1-115-94-3 PER-6 30	Disposal Authorized - Temporary. Destroy in agency 1-year after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Service Record Card	Cut off when record is closed	N1-115-94-3 PER-6 40	Disposal Authorized - Temporary. Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employee Medical Files (EMF) Temporary or Short-Term Records	Cut off when record is closed	N1-115-94-3 PER-6.70	Disposal Authorized - Temporary. Destroy in agency 1-year after closure	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Audits, Inspections, and Surveys	Cut off when obsolete or no longer needed	N1-115-94-3 PER-7.00	Disposal Authorized - Temporary Destroy in agency when obsolete or when no longer needed for reference	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Employee Benefits	Cut off when record is closed	N1-115-94-3 PER-10 00	Disposal Authorized - Temporary. Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Leave and Attendance	Cut off when record is closed	N1-115-94-3 PER-11.00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employee Performance and Utilization	Cut off when record is closed	N1-115-94-3 PER-12 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Incentive Awards Program	Cut off when record is closed	N1-115-94-3 PER-12 10	Disposal Authorized - Temporary Destroy in agency 3 years after closure	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Notifications of Personnel Actions- Chronological file copies	None	GRS 1-14a (NC1-64-77-10 item 14a)	Temporary. Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Notifications of Personnel Actions- All other copies maintained in personnel offices	None	GRS 1-14b (NC1-64-77-10 item 14b)	Temporary Destroy when 1 year old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Operations Statistical Reports	None	GRS 1-16 (NC1-64-77-10 item 16)	Temporary. Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Correspondence and Forms Files- Retention registers and related records- Effect reduction-in-force actions	None	GRS 1-17b (1) (NC1-64-77-10 item 17b1)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Health Unit Control Files- If information is not summarized	Cut off on date of last entry	GRS 1-20b (NC1-64-77-10 item 20b)	Temporary. Destroy 2 years after last entry	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Employee Medical Folder (EMF)- Temporary or short-term records as defined in the Federal Personnel Manual (FPM)	Cut off on separation or transfer of employee	GRS 1-21b (N1-GRS-86-4 item 21b)	Temporary Destroy 1 year after separation or transfer of employee	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Statistical Summaries	Cut off on date of summary or report	GRS 1-22 (NC1-64-77-10 item 22)	Temporary Destroy 2 years after date of summary or report	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Reasonable Accommodation Request Records- General Files	Cut off when superseded or no longer needed	GRS 1-24a (N1-GRS-04-2 item 1a)	Temporary Destroy 3 years after supercession or when no longer needed for reference whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Reasonable Accommodation Request Records- Employee Case Files	Cut off on separation or transfer of employee and when all appeals are concluded	GRS 1-24b (N1-GRS-04-2 item 1b)	Temporary Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Reasonable Accommodation Request Records- Supplemental Files	Cut off at end of FY in which accomodation is decided and all appeals are concluded	GRS 1-24c (N1-GRS-04-2 item 1c)	Temporary Destroy 3 years after end of fiscal year in which accommodation is decided or all appeals are concluded, whichever is later	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Reasonable Accommodation Request Records- Tracking System	Cut off when compliance report is filed or when no longer needed for reference	GRS 1-24d (N1-GRS-04-2 item 1d)	Temporary Delete/destroy 3 years after compliance report is filed or when no longer needed for reference	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Equal Employment Opportunity (EEO) Records- Copies of Complaint Case Files	Cut off on resolution of the case	GRS 1-25b (NC1-64-77-10 item 26b)	Temporary Destroy 1 year after resolution of case	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Equal Employment Opportunity (EEO) Records- Preliminary and Background Files- Background records not filed in the Official Discrimination Complaint Case Files	Cut off on final resolution of the case	GRS 1-25c (1) (N1-GRS-92-3 item 25c1)	Temporary Destroy 2 years after final resolution of case	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Equal Employment Opportunity (EEO) Records- Preliminary and Background Files- Records documenting complaints that do not develop into Official Discrimination Complaint Cases	None	GRS 1-25c (2) (N1-GRS-92-3 item 25c2)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Equal Employment Opportunity (EEO) Records- Employee Housing Requests	None	GRS 1-25e (NC1-64-77-10 item 26e)	Temporary Destroy when 1 year old	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Counseling Records-Counseling Files	Cut off on termination of counseling	GRS 1-26a (NC1-64-77-10 item 27a)	Temporary Destroy 3 years after termination of counseling	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Counseling Records-Alcohol and Drug Abuse Program	None	GRS 1-26b (NC1-64-77-10 item 27b)	Temporary Destroy when 3 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Civilian Personnel Records - Alternative Dispute Resolution (ADR) Files - General Files General correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the agency's overall ADR program	None	GRS 1/27a	Temporary Destroy when 3 years old (N1-GRS-03-2, item a)	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Training Records- General file of agency-sponsored training-Background and working files	None	GRS 1-29a (2) (NC1-64-77-10 item 30b2)	Temporary Destroy when 3 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Injury Files	Cut off on termination of compensation or when deadline for filing a claim has passed	GRS 1-31 (N1-GRS-86-4 item 32)	Temporary Cut off on termination of compensation or when deadline for filing a claim has passed, destroy 3 years after cut off	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Merit Promotion Case Files	Cut off after OPM audit or after the personnel action is completed, whichever is sooner	GRS 1-32 (N1-GRS-79-2 item 1)	Temporary Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Delegated agreements	Cut off on termination of agreement	GRS 1-33a (N1-GRS-86-1 item 34)	Temporary Destroy 3 years after termination of agreement	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations	None	GRS 1-33b (N1-GRS-85-2 item 34a)	Temporary Cut off annually, destroy 1 year after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Examination Announcement Case Documentation Files	Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures	GRS 1-33f (N1-GRS-02-1 item 33f)	Temporary Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures, destroy 2 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Register or inventory of eligibles	Cut off after the date on which the register of inventory is terminated	GRS 1-33g (N1-GRS-02-1 item 33g)	Temporary Destroy 2 years after the date on which the register of inventory is terminated	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Letters to applicants denying transfer of eligibility	None	GRS 1-33h (N1-GRS-85-2 item 34f)	Temporary Cut off annually, destroy 1 year after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Cancelled and ineligible applications for positions filled from a register or inventory	None	GRS 1-33k (N1-GRS-02-1 item 33k)	Temporary Cut off annually, destroy 1 year after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records - Eligible applications for positions filled from a register or inventory, including OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format On active register or inventory	Cut off after date on which the register or inventory is destroyed	GRS 1/33l(1) (N1-GRS-02-1 item 33l1 [el-one])	Temporary Destroy 90 days after termination of the register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any)	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Eligible applications for positions filled from a register or inventory- On inactive register or inventory	None	GRS 1-33l (2) (N1-GRS-02-1 item 33l2 [el-two])	Temporary Cut off annually, destroy 1 year after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Ineligible or incomplete applications for positions filled by case examining	None	GRS 1-33m (N1-GRS-02-1 item 33m)	Temporary Cutoff annually, destroy 2 years after cut off	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official	None	GRS 1-33n (N1-GRS-02-1 item 33n)	Temporary Cutoff annually, destroy 2 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, OPM 648, or equivalent form	None	GRS 1-33o (N1-GRS-85-2 item 34k)	Temporary Cut off annually, destroy 1 year after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Certificate Files, including SF 39, SF 39A, or equivalent, and all papers upon which the certification was based	None	GRS 1-33p (N1-GRS-02-1 item 33p)	Temporary Cut off annually, destroy 2 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Certification request control index Certificate control log system Records of information	None	GRS 1-33q (N1-GRS-02-1 item 33q)	Temporary Cut off annually, destroy 2 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- DEP control cards, if maintained	None	GRS 1-33s (N1-GRS-85-2 item 34o)	Temporary Cut off annually, destroy 2 years after cut off	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Examining and Certification Records- Reports of audits of delegated examining operations	Cut off on the date of the report	GRS 1-33t (N1-GRS-85-2 item 34p)	Temporary Destroy 3 years after date of the report	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Denied Health Benefits Requests Under Spouse Equity- Health benefits denied, not appealed	Cut off upon denial	GRS 1-35a (N1-GRS-88-2 item 1a)	Temporary Destroy 3 years after denial	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Denied Health Benefits Requests Under Spouse Equity- Health benefits denied, appealed to OPM for reconsideration- Appeal unsuccessful	Cut off upon denial	GRS 1-35b (2) (N1-GRS-88-2 item 1b2)	Temporary Destroy 3 years after denial	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Federal Workplace Drug Testing Program Files- Drug test plans and procedures	Cut off when superseded or obsolete	GRS 1-36a (N1-GRS-98-2 item 6)	Temporary Destroy when 3 years old or when superseded or obsolete	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Federal Workplace Drug Testing Program Files- Selection/scheduling records	None	GRS 1-36c (N1-GRS-90-2 item 36c)	Temporary Destroy when 3 years old [See note (2) after item 36e(2)]	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Federal Workplace Drug Testing Program Files- Records relating to the collection and handling of specimens- Record Books	Cut off on date of last entry	GRS 1-36d (1) (N1-GRS-90-2 item 36d1)	Temporary Destroy 3 years after date of last entry. [See note (2) after item 36e(2).]	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Federal Workplace Drug Testing Program Files- Records relating to the collection and handling of specimens- Chain of custody records	None	GRS 1-36d (2) (N1-GRS-90-2 item 36d2)	Temporary Destroy when 3 years old [See note (2) after item 36e(2)]	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Test Results- Positive Results- Employees	Cut off when employee leaves the agency	GRS 1-36e (1) (a) (N1-GRS-98-1 item 36e2a)	Temporary Destroy when employee leaves the agency or when 3 years old, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Test Results- Positive Results- Applicants not accepted for employment	None	GRS 1-36e (1) (b) (N1-GRS-98-1 item 36e2b)	Temporary Destroy when 3 years old [See note (2) after item 36e(2)]	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Test Results- Negative results	None	GRS 1-36e (2) (N1-GRS-98-1 item 36e1)	Temporary. Destroy when 3 years old	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Donated Leave Program Case Files	Cut off at end of FY in which the file is closed	GRS 1-37 (N1-GRS-92-5 item 1)	Temporary Beginning in 1/94, destroy 1 year after the EOCY in which the file is closed	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Wage Survey Files	Cut off after completion of second succeeding wage survey	GRS 1-38	Temporary Destroy after completion of second succeeding wage survey	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Retirement Assistance Files	None	GRS 1-39 (NC1-64-77-7 item 21b)	Temporary Destroy when 1 year old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Pay Comparability Records	Cut off on the date of approval or upon completion of the relevant service agreement or allowance, whichever is later	GRS 1-41 (N1-GRS-96-2)	Temporary Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Alternate Worksite Records- Approved requests or applications to participate in an alternate worksite program, agreements between the agency and the employee, and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act	Cut off at the end of employee's participation in the program	GRS 1-42a (N1-GRS-97-1 item 1a)	Temporary Destroy 1 year after end of employee's participation in the program	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Alternate Worksite Records- Unapproved requests	Cut off when request is rejected	GRS 1-42b (N1-GRS-97-1 item 1b)	Temporary Destroy 1 year after request is rejected	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Alternate Worksite Records- Forms and other records generated by the agency or the participating employee evaluating the alternate worksite program	None	GRS 1-42c (N1-GRS-97-1 item 1c)	Temporary Destroy when 1 year old, or when no longer needed, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Leave Application Files- If employee has not initialed time card or equivalent	None	GRS 2-6b (N1-GRS-92-4 item 6b)	Temporary Destroy after GAO audit or when 3 years old, whichever is sooner	

Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Leave Record- Creating agency copy, when maintained	None	GRS 2-9b (N1-GRS-92-4 item 9b)	Temporary Destroy when 3 years old	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Combined Federal Campaign and Other Allotment Authorizations	None	GRS 2-15a (N1-GRS-92-4 item 15a)	Temporary Destroy after GAO audit or when 3 years old, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Combined Federal Campaign and Other Allotment Authorizations	None	GRS 2-15b (N1-GRS-92-4 item 15b)	Temporary Destroy after GAO audit or when 3 years old, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Levy and Garnishment Files	Cut off when garnishment is terminated	GRS 2-18 (N1-GRS-92-4 item 18)	Temporary Destroy 3 years after garnishment is terminated	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Payroll System Reports- Reports and data used for agency workload and or personnel management purposes	None	GRS 2-22b (N1-GRS-92-4 item 22b)	Temporary Destroy when 2 years old	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Payroll System Reports- Reports providing fiscal information on agency payroll	None	GRS 2-22c (N1-GRS-92-4 item 22c)	Temporary Destroy after GAO audit or when 3 years old, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Payroll Change Files- Copies subject to GAO audit	None	GRS 2-23a (N1-GRS-92-4 item 23a)	Temporary Destroy after GAO audit or when 3 years old, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Payroll Correspondence	None	GRS 2-24 (N1-GRS-92-4 item 24)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing General Correspondence Files	None	GRS 15-1 (GRS 15, 1953, item 1)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing Maintenance and Repair Files- Summary card or ledger record	Cut off at end of FY in which unit is closed to tenancy or leaves agency control	GRS 15-2a (GRS 15, 1953, item 2a)	Temporary Destroy 3 fiscal years following COFY in which unit is closed to tenancy or leaves agency control	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing Maintenance and Repair Files- Work orders, requisitions, and related papers involved in repair and maintenance work	Cut off at end of FY in which work is done	GRS 15-2b (GRS 15, 1953, item 2b)	Temporary Destroy 3 fiscal years following COFY in which work is done	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing Management Files	None	GRS 15-3 (GRS 15, 1953, item 3)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing Lease Files	Cut off at end of FY in which lease is terminated/lapsed/cancelled, or litigation is concluded, whichever is later	GRS 15-4 (GRS 15, 1953, item 4)	Temporary Destroy 3 fiscal years following EOFY in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing Assignment and Vacancy Card Files- Individual housing unit cards	Cut off at end of FY in which unit is closed to tenancy or leaves agency control	GRS 15-5b (GRS 15, 1953, item 5b)	Temporary Destroy 3 fiscal years after EOFY in which unit is closed to tenancy or leaves agency control	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing Inventory Files	Cut off at close of FY in which inventory is superseded	GRS 15-6 (GRS 15, 1953, item 6)	Temporary Destroy 3 fiscal years after close of fiscal year in which inventory is superseded	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing Application Files- Rejected application files	Cut off on date of rejection	GRS 15-7a (GRS 15, 1953, item 7a)	Temporary Destroy 1 year from date of rejection	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing Application Files- All others	None	GRS 15-7b (GRS 15, 1953, item 7b)	Temporary Destroy when 2 years old	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Training Aids File	Review annually Cut off when superseded or obsolete	NC1-22-78-1/12 ADMI-153	Temporary Review annually Destroy when obsolete, superseded, or when it ceases to serve the purpose for which it was created	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Volunteer Personnel Files	Cutoff at the end of FY in which services are terminated	N1-022-02-01/01 ADMI-146	Temporary Cut off at the EOFY in which services are terminated, destroy 3 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Volunteer Program Administration Files	None	N1-022-02-01/02 ADMI-149	Temporary Cut off at the EOFY, destroy 3 years after cut off	

Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Annual National Status of the Volunteer Program Report Files b Volunteer Program Report Files Background and reference materials used to create the annual Volunteer Program Report	Cut off after final report is completed	N1-022-02-01/03b	Temporary Cutoff after final report is completed Destroy 3 years after cutoff	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Standard Position Descriptions Files	Cut off when position is abolished or description is superseded	N1-048-06-02, Item 3701 3a	Temporary Destroy 2 years after position is abolished or description is superseded	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Non-Standard Position Descriptions Files	Cut off when position is abolished or description is superseded	N1-048-06-02, Item 3701 3b	Temporary Destroy 2 years after position is abolished or description is superseded	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Denied Position Descriptions Files	Cut off when position is denied and when no longer needed for agency business	N1-048-10-01, Item 8 4	Temporary Destroy 3 years after position is denied or when no longer needed for agency business, whichever is longer	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	IBC Human Resources Directorate-Corrective and Preventive Action Review Files	Cut off or at the next ISO full audit	N1-048-09-12, item 7511 2	Temporary Cut off when no further corrective action necessary, destroy 3 years after cutoff or at the next ISO full audit, whichever is sooner	

Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Summer Hire System	None	NC1-49-85-1, Q/24 20/33	Temporary Destroy data 1 year after its creation	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Payroll/Personnel	Cut off when superseded or no longer needed	NC1-49-85-1, Q/30 20/36	Temporary Destroy individual data elements when superseded or no longer needed for administrative purposes NARA Job NC1-49-85-1, 20/36	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Volunteer Official Personnel Folders	Cut off at end of FY in which services are terminated	N1-49-90-6, 1/41a	Temporary Cutoff EOFY in which services are terminated, destroy 3 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Volunteer Program Administrative Files	None	N1-49-90-6, 1/41b	Temporary Cutoff EOFY, destroy 2 years after cut off	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Fire Experience and Qualifications Files	Cut off when superseded, obsolete, or no longer needed	N1-49-90-6 1/43	Temporary Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Human Capital Program Plans and General Records	None	N1-057-08-01, 401-01	Temporary Cut-off at the end of the fiscal year Destroy 3 years after cut-off, or when no longer needed, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Human Capital Analysis, Statistical, and other Reports - Miscellaneous reports generated in the Office of Human Capital and subordinate units relating to Human Capital management activities	None	N1-057-08-01, 401-02	Temporary Cut-off at the end of the fiscal year Destroy 2 years after cut-off, or when no longer needed, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Employee Merit Promotion case Files	Cut off after OPM audit or when the personnel action is completed, whichever is sooner If a complaint is filed, cut off on resolution of the case	N1-057-08-01 , 404-04	Temporary Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner, in instances where a complaint has been filed concerning an action, file must be retained for a minimum of 2 years following resolution of the case	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Notification of Personnel Actions	None	N1-057-08-01 , 404-06	Temporary Cut off at the EOFY, destroy when 2 years old	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Employment Examination and Certification Records Certificate Files	None	N1-057-08-01 , 404-12m	Temporary Cut off at the EOFY, destroy 2 years after cut-off data unless litigation has resulted, in those cases, retain until further notice from OPM	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Employee Award Files Case Files	Cut off upon approval or disapproval of award	N1-057-08-01 405-01a	Temporary Cut off at the EOFY, destroy 2 years after approval or disapproval or after cut-off, whichever is sooner	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Employee Award Files Correspondence and Reports	None	N1-057-08-01 , 405-01b	Temporary Cut off at the EOFY, destroy 3 years after cut-off	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Physical Fitness Program Handbook	None	N1-057-08-01 , 408-01a	Temporary Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Physical fitness - Copies of Employee E-mails and Other Materials	None	N1-057-08-01 , 408-01c	Temporary Cut off at the EOFY, destroy 2 years after cut-off or when no longer needed, whichever is later	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Employee Assistance Program (EAP) - Files Concerning the Planning, Coordination, and Direction of the EAP	None	N1-057-08-01 , 408-06a	Temporary Cut-off at the EOFY, destroy 3 years after cut-off, or when no longer needed for reference, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Student Recruitment System (SRS)	Cut off when no longer needed for agency business	N1-057-08-01 , 412-04	Temporary Destroy when no longer needed for current business	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Learning Management System- All other Copies	Cut off when superseded, obsolete, or no longer needed	N1-057-08-01 , 413-01e	Temporary Cut off at the EOFY Destroy 2 years after cut-off or when superseded, obsolete, or no longer needed, whichever is later	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Housing and Quarters Lease Records	Cut off when records is closed	N1-115-94-2, PRM-15 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Management Reports	Cut off when record is closed	N1-115-94-3 PER-2 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Position Descriptions	Cut off when record is closed	N1-115-94-3 PER-4 10	Disposal Authorized - Temporary Destroy in agency 2 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Position Surveys and Audits	Cut off when record is closed	N1-115-94-3 PER-4 20	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Position Description Appeals	Cut off when record is closed	N1-115-94-3 PER-4 30	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Employment Staffing Methods and Practices	Cut off when record is closed	N1-115-94-3 PER-5 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Appointment and Tenure	Cut off when record is closed	N1-115-94-3 PER-5 10	Disposal Authorized - Temporary Destroy in agency 3 years after closure	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Recruitment, Selection, and Placement	Cut off when record is closed	N1-115-94-3 PER-5 20	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Actions and Data Processing	Cut off when record is closed	N1-115-94-3 PER-6 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Supervisor's Personnel Files	Cut off when record is closed	N1-115-94-3 PER-6 30	Disposal Authorized - Temporary Destroy in agency 1-year after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Service Record Card	Cut off when record is closed	N1-115-94-3 PER-6 40	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Employee Medical Files (EMF) Temporary or Short-Term Records	Cut off when record is closed	N1-115-94-3 PER-6 70	Disposal Authorized - Temporary Destroy in agency 1-year after closure	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Audits, Inspections, and Surveys	Cut off when obsolete or no longer needed	N1-115-94-3 PER-7 00	Disposal Authorized - Temporary Destroy in agency when obsolete or when no longer needed for reference	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Employee Benefits	Cut off when record is closed	N1-115-94-3 PER-10.00	Disposal Authorized - Temporary. Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Leave and Attendance	Cut off when record is closed	N1-115-94-3 PER-11.00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Employee Performance and Utilization	Cut off when record is closed	N1-115-94-3 PER-12.00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001 0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Incentive Awards Program	Cut off when record is closed	N1-115-94-3 PER-12.10	Disposal Authorized - Temporary Destroy in agency 3 years after closure	

Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Merit Promotions	Cut off when record is closed	N1-115-94-3 PER-13 00	Disposal Authorized - Temporary Destroy in agency 2 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Employee Relations Activities and Welfare	Cut off when record is closed	N1-115-94-3 PER-15 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Standards of Conduct	Cut off when superseded or obsolete	N1-115-94-3 PER-15 20	Disposal Authorized - Temporary Destroy in agency when obsolete or superseded	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Investigative Reports	Cut off in accordance with the investigating agency instructions	N1-115-94-3 PER-15 40	Disposal Authorized - Temporary Destroy in accordance with the investigating agency instructions	
Short-term Human Resources Records - DAA-0048-2013-0001-0004	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Personnel Security Clearance Status	Cut off when superseded or obsolete	N1-115-94-3 PER-15 50	Disposal Authorized - Temporary. Destroy when superseded or obsolete	

Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Position Classification Standards Files- Correspondence and other records- Case File	Cut off after position is abolished or description is superseded	GRS 1-7a (2) (a) (NC1-64-77-10 item 7a2a)	Temporary Destroy 5 years after position is abolished or description is superseded	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Individual Non-Occupational Health Record Files	Cut off after date of last entry	GRS 1-19 (NC1-64-77-10 item 19)	Temporary Destroy 6 years after date of last entry	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Labor Management Relations Records- General and Case Files- Office negotiating agreement	Cut off on expiration of agreement	GRS 1-28a (1) (NC1-64-77-10 item 29a1)	Temporary Destroy 5 years after expiration of agreement	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Labor Management Relations Records- Labor Arbitration General and Case Files	Cut off after final resolution of case	GRS 1-28b (NC1-64-77-10 item 29b)	Temporary Destroy 5 years after final resolution of case	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Training Records- General file of agency-sponsored training- Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives	None	GRS 1-29a (1) (NC1-64-77-10 item 30b1)	Temporary Destroy when 5 years old or 5 years after completion of a specific training program	

Long-term Human Resources Records - DAA-0048-2013-0001 0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Training Records- Employee training	Cut off when superseded or obsolete	GRS 1-29b (NC1-64-77-10 item 30c)	Temporary Destroy when 5 years old or when superseded or obsolete, whichever is sooner	
Long-term Human Resources Records - DAA-0048-2013-0001 0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Examining and Certification Records- Lost or Exposed Test Material Case Files	Cut off at end of FY	GRS 1/33j (N1-GRS-85-2 item 34i)	Temporary Cut off files annually, destroy 5 years after cutoff	
Long-term Human Resources Records - DAA-0048-2013-0001 0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Occupational Injury and Illness Files	Cut off at end of FY	GRS 1-34 (N1-GRS-87-6 item 35)	Temporary Destroy when 5 years old	
Long-term Human Resources Records - DAA-0048-2013-0001 0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Handicapped Individuals Appointment Case Files	Cut off on the date of approval or disapproval of each case	GRS 1-40 (N1-GRS-93-2 item 1)	Temporary. Destroy 5 years following the date of approval or disapproval of each case	
Long-term Human Resources Records - DAA-0048-2013-0001 0005	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Time and Attendance Source Records	Cut off at the end of FY or after GAO audit	GRS 2-7 (N1-GRS-92-4 item 7)	Temporary Destroy after GAO audit or when 6 years old, whichever is sooner	

Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Time and Attendance Input Records	Cut off at the end of FY or after GAO audit	GRS 2-8 (N1-GRS-92-4 item 8)	Temporary Destroy after GAO audit or when 6 years old, whichever is sooner	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Tax Files- Employee withholding allowance certificate such as Internal Revenue Service (IRS) Form W-4 and state equivalents	Cut off after superseded or obsolete or upon separation of employee	GRS 2-13a (N1-GRS-92-4 item 13a)	Temporary Destroy 4 years after superseded or obsolete or upon separation of employee	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Tax Files- Agency copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, maintained by agency or payroll processor	Cut off at end of FY	GRS 2-13b (N1-GRS-92-4 item 13b)	Temporary Destroy when 4 years old	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Tax Files- Agency copy of employer reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor	Cut off at end of FY	GRS 2-13c (N1-GRS-92-4 item 13c)	Temporary Destroy when 4 years old	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Volunteer Personnel Rosters a Electronic Copies Rosters of current and previous Service volunteers maintained at the Regional Office and used to verify current or previous volunteer status	Cut off on termination of service	N1-022-02-01/04a	Temporary Delete individual entries 8 years after termination of service	

Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Employee Quarters Databases b Database Records. Database records maintained within the database on an online system and regularly backed up to digital media	Cut off at end of individual tenant's occupancy	N1-022-05-01/76b, ADMI-427	Temporary Delete quarters entry 6 years after each individual tenant's occupancy ends	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	ADS - Retirement System Data Files	Cut off on OPM acceptance of annual summary	N1-048-08-04 7556 2	Temporary Cut off when OPM acceptance of annual summary, destroy 15 years after cut-off	Retention reduced 15 years is believed to be excessive for these records
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	ADS - Thrift Reporting	Cut off at end of FY	N1-048-08-04 7556 3	Temporary Cut off at close of pay year, destroy 15 years after cut-off	Retention reduced 15 years is believed to be excessive for these records
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	ADS - Debt Management System	Cut off at close of pay year in which debt collection is settled	N1-048-08-04 7556 5	Temporary Cut off at close of pay year in which debt collection is settled, destroy 15 years after cut-off	Retention reduced 15 years is believed to be excessive for these records
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	ADS - Retirement and Insurance Transfer System	Cut off when information is transmitted to OPM	N1-048-08-04 7556 11	Temporary Cut off when information is transmitted to OPM, destroy 6 years 3 months after cut-off	

Long-term Human Resources Records - DAA-0048-2013-0001 0005	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	ADS - W2 Corrections	Cut off when corrected W2 is sent	N1-048-08-04 7556 13	Temporary Cut off when corrected W2 is sent, destroy 15 years after cut-off	Retention reduced 15 years is believed to be excessive for these records
Long-term Human Resources Records - DAA-0048-2013-0001 0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	ADS - Leave and Earnings Statements	Cut off at end of FY	N1-048-08-04 7556 15	Temporary Cut off at close of pay year, destroy 15 years after cut-off	Retention reduced 15 years is believed to be excessive for these records
Long-term Human Resources Records - DAA-0048-2013-0001 0005	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Quarters Management Information System - Local	Cut off at end of FY	N1-048-08-18, item 7564 1	Temporary Cut off at EOCY, destroy 6 years after cut off	
Long-term Human Resources Records - DAA-0048-2013-0001 0005	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Quarters Management Information System - Interagency Database	Cut off at end of FY	N1-048-08-18, item 7564.2	Temporary Cut off at EOFY, destroy when superseded/obsolete	
Long-term Human Resources Records - DAA-0048-2013-0001 0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Employee Labor Relations Tracking System (ELERTS)	Cut off at end of FY	N1-048-09-08 6452	Temporary Cut off at the EOCY, destroy 10 years after cut-off	Retention reduced 10 years is believed to be excessive for these records

Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Firefighter and Law Enforcement Retirement System (FLERS) Files-FLERS Master File Statistical Data and Position Data	Cut off upon termination of FF/LEO Special Retirement Program	N1-048-10-01, Item 8 8 2	Temporary Retain for the life of the FF/LEO Special Retirement Program plus 5 years	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Physical fitness - Copies of the Waiver and Informed Consent Statement (Attachment 2 of Handbook) and substanting reimbursement receipts	Cut off at end of FY	N1-057-08-01, 408-01b	Temporary Cut off at the EOFY, destroy 6 years after cut-off	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Acreage Report Files	Cut off at end of FY	N1-057-08-01, 409-07	Temporary Cut off at the end of the calendar year, destroy 6 years after cut-off	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Educational and Student Program files - Academic and Outreach Programs	Cut off on project completion	N1-057-08-01 , 412-01	Temporary Cut off at the end of the fiscal year, destroy 6 years after cut-off or project completion, whichever is later	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Learning Management system Master Files	Cut off when employees are separated from the agency	N1-057-08-01, 413-01b	Temporary. Electronic records of individual employees are inactivated as employees are separated from the agency, records are deleted 6 years after inactivation, or when no longer needed for data analysis, whichever is later	

Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Learning Management system Outputs - Recordkeeping Copy (paper)	Cut off at end of FY	N1-057-08-01 , 413-01c(2)	Temporary Cut off at the end of the fiscal year Retire records to storage facility 2 years after cut-off, destroy 6 years after cut-off	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Training Records - General files of agency-sponsored training.	Cut off at end of FY	N1-057-08-01, 413-02a	Temporary Destroy when 5 years old or 5 years after completion of a specific training program	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	USGS Programs Designed to Help USGS Employees	Cut off at end of FY	N1-057-08-01 , 413-03	Temporary. Cut off at the end of the fiscal year, destroy 5 years after cut-off or when superseded, obsolete, or no longer needed whichever is later	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Labor Relation Files - Office Negotiating Agreement	Cut off after expiration of agreement or when no longer needed, whichever is later	N1-057-08-01, 415-01b	Temporary Destroy 5 years after expiration of agreement or when no longer needed, whichever is later	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Labor Management Relations - Labor Agreement Information Retrieval System and Official Time Reports	Cut off at end of FY	N1-057-08-01 , 415-01d 2	Temporary Destroy when 5 years old or when no longer needed, whichever is later	

Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Personnel Management General Files	None	N1-115-94-3 PER-1.10	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Position Classification Standards	None	N1-115-94-3 PER-4 00	Disposal Authorized - Temporary Destroy in agency 5 years after closure	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Details and Dual Employment	None	N1-115-94-3 PER-5 40	Disposal Authorized - Temporary Destroy in agency 5 years after closure	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Pay Rates	None	N1-115-94-3 PER-8 00	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Reduction in Force (RIF) and Employee Separation Procedures	None	N1-115-94-3 PER-9 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	

Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Personnel Security Clearance	None	N1-115-94-3 PER-15 30	Disposal Authorized - Temporary Destroy in agency 5 years after closure	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Labor Management Relations	None	N1-115-94-3 PER-16 00	Disposal Authorized - Temporary Destroy in agency 5 years after closure	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Grievance and Appeals	None	N1-115-94-3 PER-17 00	Disposal Authorized - Temporary Destroy in agency 7 years after closure	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Adverse Actions and Performance-Based Actions	None	N1-115-94-3 PER-17 10	Disposal Authorized - Temporary Destroy in agency 7 years after closure	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Employee Assistance Programs General files including correspondence, memorandums, e-mail and other documentation relating to the administration of drug awareness and control programs.	None	N1-115-07-1, ADM-25 10	Disposal Authorized - Temporary. Destroy in agency 10 years after closure	

Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Human Resources (61)	None	N1-473-12-1 Item 1B	Temporary Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off delete/destroy 7 years after cut off	
Long-term Human Resources Records - DAA-0048-2013-0001-0005	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Human Resources (61)	None	N1-589-12-1 Item 1B	Temporary Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off delete/destroy 7 years after cut off	
Retirement Records - DAA-0048-2013-0001-0006	Temporary. Cut off upon final closure of the issue See records manual for any specific instructions for what constitutes closure. Destroy 60 years after cut-off	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Special Retirement Claims Case Files	None	N1-048-10-01, Item 8 1	Temporary Cut off case files at EOFY in which they are closed Transfer to Federal Records Center 5 years after cut-off, destroy 5 years after claimant's death or 50 years after cut-off, whichever occurs first	
Retirement Records - DAA-0048-2013-0001-0006	Temporary Cut off upon final closure of the issue See records manual for any specific instructions for what constitutes closure Destroy 60 years after cut-off	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Special Retirement Claims Appeals Files	None	N1-048-10-01, Item 8 2	Temporary Cut off appeal case files at the EOFY in which appeals are closed, transfer to FRC 5 years after cut-off, destroy S years after claimant's death or 50 years after cut-off, whichever occurs first	

Retirement Records - DAA-0048-2013-0001-0006	Temporary Cut off upon final closure of the issue See records manual for any specific instructions for what constitutes closure. Destroy 60 years after cut-off	Firefighter and Law Enforcement Retirement Team (FLERT) Files-Special Retirement Claims Court Decisions	Cut off at end of FY in which final court decisions are issued	N1-048-10-01, Item 8 3	Temporary Cut off court decisions case files at the EOFY in which final court decisions are issued, transfer to FRC 5 years after cut-off, destroy 5 years after claimant's death or 50 years after cut-off, whichever occurs first	
Retirement Records - DAA-0048-2013-0001-0006	Temporary Cut off upon final closure of the issue. See records manual for any specific instructions for what constitutes closure Destroy 60 years after cut-off.	Firefighter and Law Enforcement Retirement System (FLERS) Files-FLERS Master File Personal Data (in Claimant Records)	Cut off at end of FY in which data is input into the system	N1-048-10-01, Item 8 8 1	Temporary Cut off at the EOFY in which claimant's records are first input into the system, destroy 5 years after claimant's death or 50 years after cut-off, whichever occurs first	
Payroll System Data - DAA-0048-2013-0001-0007	Cut off at the end of the pay year Destroy records 60 years after cut-off	Federal Personnel Payroll System (FPPS) Master Data Files	N/A	N1-048-08-03, item 7551 1	Temporary Cut off at end of the pay year, destroy 56 years after cut-off	
Other Long-term Records - DAA 0048-2013-0001-0008	Temporary. Cut off upon separation of employee from the Department of the Interior Destroy records 60 years after cut-off.	Alpha Database Server (ADS) - BIA Public Law	N/A	N1-048-08-04, item 7556.1	Temporary Cut off at EOFY, destroy 56 years after cut-off	
Other Long-term Records - DAA 0048-2013-0001-0008	Temporary. Cut off upon separation of employee from the Department of the Interior Destroy records 60 years after cut-off	DOI Learn / TMS	N/A	N1-048-08-16	Temporary. Cut off upon separation of employee, destroy 65 years after cut-off	This reduces the retention period to 60 years

Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Appeals Files- Certificates of classification issued by OPM	Cut off when affected position is abolished or superseded	GRS 1-7d (2) (N1-GRS-90-1 item 7d2)	Temporary. Destroy after affected position is abolished or superseded	
Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Interview Records	Cut off after separation or transfer of employee	GRS 1-8	Temporary Destroy 6 months after transfer or separation of employee	
Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Temporary Individual Employee Records All copies of correspondence and forms maintained EXCLUDING the Immigration and Natural Service Form 1-9 and performance related records	Cut off when superseded or obsolete, or upon separation or transfer of employee, unless transferred with the eOPF	GRS 1-10a (N1-GRS-97-4 item 10a)	Temporary Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF	

Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule Correspondence and forms relating to pending personnel actions	Cut off when action is completed	GRS 1-17a (NC1-64-77-10, item 17a)	Temporary. Destroy when action is completed	
Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Correspondence and Forms Files- Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule All other correspondence and forms	Cut off when no longer needed	GRS 1-17c	Temporary Destroy when 6 months old	
Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary. Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Supervisors' Personnel Files and Duplicate OPF Documentation- Supervisors' Personnel Files	Review annually. Cut off when superseded or obsolete, or when an employee has separated or transferred	GRS 1-18a (NC1-64-77-10 item 18a)	Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer	

Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary. Cut off when the object or subject the records refer to is removed/discontinued (e g. employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Supervisors' Personnel Files and Duplicate OPF Documentation-Duplicate Documentation	Cut off when no longer needed	GRS 1-18b	Temporary Destroy when 6 months old	
Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units If information is summarized on statistical report.	Cut off after last entry	GRS 1-20a (NC1-64-77-10, item 20a)	Temporary Destroy 3 mos after last entry	
Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Correspondence or notices received from eligibles indicating a change in name, address, or availability	Cut off after updating the appropriate record in the registry or inventory	GRS 1-33c (N1-GRS-02-1 item 33c)	Temporary Destroy 90 days after updating the appropriate record in the registry or inventory	

Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Test material stock control	Cut off when test is superseded or obsolete	GRS 1-33d (N1-GRS-85-2 item 34b)	Temporary Destroy when test is superseded or obsolete	
Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Application Record Card (OPM Form 5000A, or equivalent)	Cut off after examination	GRS 1-33e (N1-GRS-85-2 item 34c)	Temporary Cut off after examination Destroy no later than 90 days after cutoff	
Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Interagency Placement Program (IPP) application and registration sheet	Cut off on expiration of employee's DEP eligibility	GRS 1-33r (N1-GRS-85-2 item 34n)	Temporary Destroy upon expiration of employee's DEP eligibility	

Human Resources Records of Specific Temporary Value - DAA 0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Federal Workplace Drug Testing Program Files Employee acknowledgment of notice forms	Cut off when employee separates from testing-designated position	GRS 1-36b (N1-GRS-90-2 item 36b)	Temporary Destroy when employee separates from testing-designated position	
Human Resources Records of Specific Temporary Value - DAA 0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed.	Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan	Cut off when superseded or after separation of employee	GRS 2-16 (N1-GRS-92-4 item 16)	Temporary Destroy when superseded or after separation of employee	
Human Resources Records of Specific Temporary Value - DAA 0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Direct Deposit Sign-up Form (SF 1199A).	Cut off when superseded or after separation of employee	GRS 2-17 (N1-GRS-92-4 item 17)	Temporary Destroy when superseded or after separation	

Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Retirement - Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent	Cut off CSRS/FERS related records upon receipt of official OPM acceptance of annual summary	GRS 2-28 (N1-GRS-92-4 item 28)	Temporary. For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary	
Human Resources Records of Specific Temporary Value - DAA-0048-2013-0001-0009	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g employee separated/transferred, register/list superseded, position discontinued, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Housing Assignment and Vacancy Card Files Individual tenant cards	Cut off when tenant vacates the unit	GRS 15-5a (GRS 15, 1953, item 5a)	Temporary Destroy when tenant vacates unit	
Financial and Acquisition Management						
Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	General Correspondence Files	None	GRS 3-2 (NC1-64-77-5 item 3)	Temporary. Destroy when 2 years old	
Short-term Financial and Acquisition Records - DAA-0048-2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Supply Management Files- Copies received from other units for internal purposes or for transmission to staff agencies	None	GRS 3-4a (NC1-64-77-5 item 5a)	Temporary Destroy when 2 years old	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Supply Management Files- Copies in other reporting units and related working documents	None	GRS 3-4b (NC1-64-77-5 item 5b)	Temporary. Destroy when 1 year old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Inventory Requisition File- Stockroom copy	Cut off on completion or cancellation of requisition	GRS 3-8a (NC1-64-77-5 item 9a)	Temporary Destroy 2 years after completion or cancellation of requisition	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Inventory Files- Inventory lists	None	GRS 3-9a (NC1-64-77-5 item 10a)	Temporary. Destroy 2 years from date of list	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Inventory Files- Inventory cards	Cut off on discontinuance of item or removal of equipment from agency control, or after stock balance is transferred to a new card/new classification	GRS 3-9b (NC1-64-77-5 item 10b)	Temporary. Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Inventory Files- Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS	Cut off on date of survey action or date of posting medium	GRS 3-9c (NC1-64-77-5 item 10c)	Temporary. Destroy 2 years after date of survey action or date of posting medium	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Contractors' Payroll Files	Cut off on completion of contract unless contract performance is subject of active enforcement action	GRS 3-11 (NC1-64-77-5 item 12)	Temporary Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Unsuccessful Grant Application Files	Cut off after rejection or withdrawal	GRS 3-13 (NC1-GRS-81-2 item 14a)	Temporary Destroy 3 years after rejection or withdrawal	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Grant Administrative Files	None	GRS 3-14 (NC1-64-77-5 item 17b)	Temporary. Destroy when 2 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Contract Appeals Case Files-Records created after September 30, 1979	Cut off after final action on decision	GRS 3-15b (N1-GRS-87-9 item 19b)	Temporary Destroy 1 year after final action on decision	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Small and Disadvantaged Business Utilization Files	None	GRS 3-17 (N1-GRS-87-14 item 1)	Temporary. Destroy when 3 years old	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Federal Activities Inventory Reform (FAIR) Act Records- Circular No A-76 records maintained by other offices, including information copies and background material	Cut off upon completion of study	GRS 3-18b (N1-GRS-05-2 item 18b)	Temporary. Cut off upon completion of study, destroy 2 years after cut off	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Property Disposal Correspondence Files	None	GRS 4-1 (GRS 4, 1952, item 4)	Temporary. Destroy when 2 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Excess Personal Property Reports	None	GRS 4-2 (GRS 4, 1952, item 5)	Temporary. Destroy when 3 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Budget Correspondence Files	None	GRS 5-1 (GRS 5, 1952, items 1 and 3)	Temporary. Destroy when 2 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Budget Background Records	Cut off at end of FY covered by the budget	GRS 5-2 (NC1-GRS-81-13 item 2)	Temporary Destroy 1 year after the EOFY covered by the budget	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Budget Reports Files- All other reports	None	GRS 5-3b (NC-64-75-2 item 5b)	Temporary Destroy 3 years after the EOFY	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Budget Apportionment Files	None	GRS 5-4 (GRS 5, 1952, item 6)	Temporary. Destroy 2 years after the EOFY	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Accountable Officers' Files- Memorandum or extra copies of accountable officers' returns	None	GRS 6-1b (N1-GRS-86-3, item 1b)	Temporary. Destroy when 1 year old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	GAO Exceptions Files	Cut off after exception has been reported as cleared by GAO	GRS 6-2 (GRS 6, 1952, item 2)	Temporary. Destroy 1 year after exception has been reported as cleared by GAO	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Accounting Administrative Files- Files used for workload and personnel management purposes	None	GRS 6-5a (NC-64-77-11, item 5a)	Temporary Destroy when 2 years old	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Accounting Administrative Files- All other files	None	GRS 6-5b (NC-64-77-11, item 5b)	Temporary Destroy when 3 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off	Telegrams Filed in Support of Telegraph Bills	None	GRS 6-9 (NC-64-77-11, item 9)	Temporary Destroy after GAO audit or when 3 years old, whichever is sooner	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Expenditure Accounting General Correspondence and Subject Files	None	GRS 7-1 (GRS 7, 1952, item 1)	Temporary Destroy when 2 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Plant, Cost, and Stores General Correspondence Files	None	GRS 8-1 (GRS 8, 1952, item 1)	Temporary Destroy when 3 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Stores Invoice Files	None	GRS 8-2 (NC-64-75-2, item 3)	Temporary Destroy when 3 years old	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Stores Accounting Files	None	GRS 8-3 (NC-64-75-2, item 4)	Temporary. Destroy when 3 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Stores Accounting Background Files	None	GRS 8-4 (GRS 8, 1952, item 5)	Temporary Destroy when 2 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Plant Accounting Files	Cut off when item is withdrawn from plant account	GRS 8-5 (GRS 8, 1952, item 6)	Temporary Destroy 3 years after item is withdrawn from plant account	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Cost Accounting Reports- Copies in units receiving reports	None	GRS 8-6a (NC-64-75-2, item 7a)	Temporary Destroy when 3 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Cost Accounting Reports- Copies in reporting units and related work papers	None	GRS 8-6b (NC-64-75-2, item 7b)	Temporary Destroy when 3 years old	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Cost Report Data Files- Ledgers and forms	None	GRS 8-7a (NC-64-75-2, item 8a)	Temporary Destroy when 3 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Cost Report Data Files- Automated records- Tabulations	None	GRS 8-7b (3) (GRS 8, 1952, item 8b3)	Temporary. Destroy when 1 year old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	General Travel and Transportation Files- Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule	None	GRS 9-4a (N1-GRS-91-3, item 4a)	Temporary. Destroy when 2 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	General Travel and Transportation Files- Accountability records documenting the issue or receipt of accountable documents	Cut off after all entries are cleared	GRS 9-4b (N1-GRS-91-3, item 4b)	Temporary Destroy 1 year after all entries are cleared	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Records Relating to Official Passports- Annual reports concerning official passports	None	GRS 9-5b (N1-GRS-91-1, item 5b)	Temporary Destroy when 1 year old	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Federal Employee Transportation Subsidy Records	None	GRS 9-7 (N1-GRS-97-2, item 7)	Temporary. Destroy when 3 years old	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Budget Preparation, Presentation, and Apportoinment Records	Cut off at end of FY	NC1-22-78-1/80b BUDG-312	Temporary. Destroy 2 yrs after close of fiscal year covered in budget	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Personal Property Tracking Databases b Database Records. Records maintained in electronic form on an online system and regularly backed up on computer tape	Cut off when property is excessed or otherwise removed from agency custody	N1-022-05-01/20b, ADMI-416	Temporary. Delete property entry 2 years after property is excessed or otherwise removed from USFWS custody.	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	Budget Estimates	Cut off when final budget is produced	N1-048-08-22, item 1208.1	Temporary. Cut off when final budget is produced, destroy 1 year after cut-off	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Budget Justifications	Cut off when final budget is produced	N1-048-08-22, item 1208.2	Temporary Cut off when final budget is produced destroy 1 year after cut-off	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Valuation Services- Service-Level-Agreements Files	Cut off at expiration of agreement	N1-048-10-01, Item 10.2	Temporary Cut off at expiration of agreement, destroy 3 years after cut-off	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Budget Presentation Files- Other Office Staff	Cut off at end of budget year	N1-048-10-2 7207.2	Temporary. Cut off at end of budget year, destroy 3 years after cut-off	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Budget Execution Files	Cut off at end of budget year	N1-048-10-2 7208	Temporary Cut off at end of budget year, destroy 3 years after cut-off or when no longer needed for agency business, whichever is later	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Appropriations/Congressional Travel	Cut off when elected officials are no longer in office or when committee staff are no longer on Appropriations committee	N1-048-10-2, item 7213	Temporary Cut off when elected officials are no longer in office, for committee staff, cut-off when no longer on Appropriations committee, destroy 2 years after cut-off	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off	Budget Electronic System	Cut off at end of budget year	N1-048-10-2 7251	Temporary. Cut off at end of budget year, destroy 3 years after cut-off or when no longer needed for agency business, whichever is later	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Routine Relocation Records - Contains copies maintained for fiscal and accountability purposes.	None	N1-057-08-01, 303-05c	Temporary. Cut-off at the end of fiscal year Destroy 3 years after cut-off	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off.	General Budget and Financial Management Administrative Files	None	N1-057-08-02, 701-02	Temporary Cut-off at the end of the fiscal year. Destroy when 3 years old or when purpose has been served, whichever is sooner.	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Miscellaneous Reconciliation Files - Copies of records/receipts used to reconcile accounts and not required in the Accountable Officer's files	None	N1-057-08-02, 701-06	Temporary Cut-off at the end of the fiscal year. Destroy 1 year after cut-off.	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Accounting Administrative Files - Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations	None	N1-057-08-02, 703-05	Temporary. Cut-off at the end of the fiscal year Destroy when 3 years old or when no longer needed, whichever is sooner.	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	General Personal Property Management Files	None	N1-057-08-06, 1001-01	Temporary. Cut-off at the end of the fiscal year. Destroy 3 years after cut-off or when superseded, revoked, canceled, or no longer needed, whichever is sooner.	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	General Motor Vehicle, Aircraft, and Watercraft Management Files	None	N1-057-08-06, 1002-01	Temporary Cut-off at the end of the fiscal year Destroy 3 years after cut-off or when superseded, revoked, canceled or no longer needed, whichever is sooner.	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Energy Conservation Case Files - General Energy Conservation Management Files	None	N1-057-08-06, 1003-01	Temporary Cut-off at the end of the fiscal year Destroy 3 years after cut-off or when superseded, revoked, canceled or no longer needed, whichever is sooner	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Museum Property Files - General correspondence, policies, procedures, reports, and other records on all aspects of museum management not otherwise covered in this schedule.	None	N1-057-08-06, 1004-01	Temporary Cut-off at the end of the fiscal year. Destroy 3 years after cut-off or when superseded, revoked, canceled, or no longer needed, whichever is sooner.	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified. Destroy 3 years after cut-off	Property Management Reports	Cut off on closure	N1-115-94-2 PRM-2 00	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Personal Property Classification	Cut off on closure	N1-115-94-2 PRM-3 00	Disposal Authorized - Temporary. Destroy in agency 3 years after closure	

Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Personal Property Loan Activities	Cut off on closure	N1-115-94-2 PRM-5.00	Disposal Authorized - Temporary. Destroy in agency 2 years after closure	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Nonexpendable Property Rental	Cut off on closure	N1-115-94-2 PRM-6.00	Disposal Authorized - Temporary Destroy in agency 2 years after closure	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Collection Procedures	Cut off on closure	N1-115-94-2 FIN-5 00	Disposal Authorized - Temporary. Destroy in agency 3 years after closure	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary. Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off	Taxation	Cut off on closure	N1-115-94-2 FIN-11 00	Disposal Authorized - Temporary. Destroy in agency 3 years after closure	
Short-term Financial and Acquisition Records - DAA-0048 2013-0001-0010	Temporary Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified Destroy 3 years after cut-off.	Integrated Charge Card Program	Cut off on closure	N1-115-07-1 ACM-10 00	Disposal Authorized - Temporary. Destroy in agency 3 years after closure	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Routine Procurement Files- Procurement or purchase organization copy, and related papers- Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold")- Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding $2,000	Cut off on final payment	GRS 3-3a (1) (a) (N1-GRS-95-4 item 3a1a)	Temporary Destroy 6 years and 3 months after final payment	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Routine Procurement Files- Procurement or purchase organization copy, and related papers- Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold")- Transactions at or below the simplified acquisition threshold and all construction contracts at or below $2,000	Cut off on final payment	GRS 3-3a (1) (b) (N1-GRS-95-4 item 3a1b)	Temporary Destroy 3 years after final payment	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Routine Procurement Files- Data Submitted to the Federal Procurement Data System (FPDS)	Cut off at end of FY	GRS 3-3d (N1-GRS-87-8 item 4d)	Temporary Destroy or delete when 5 years old	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Solicited and Unsolicited Bids and Proposals Files Successful bids and proposals	File with related contract case file Cut off on final payment	GRS 3-5a (NC1-GRS-81-2 item 6a)	Temporary Destroy with related contract case files (see item 3 of this schedule)	Disposition increased to 7 years to conform to proposed GRS revisions

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Solicited and Unsolicited Bids and Proposals Files- Unsuccessful bids and proposals- Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13	Cut off on date of award or final payment, whichever is later	GRS 3-5b (1) (NC1-GRS-86-2 item 6b1)	Temporary Destroy 1 year after date of award or final payment, whichever is later	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Solicited and Unsolicited Bids and Proposals Files When filed separately from contract case files.	Cut off when related contract is completed	GRS 3-5b (2)(a) (NC1-GRS-86-2 item 6b2a)	Temporary Destroy when related contract is completed	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Solicited and Unsolicited Bids and Proposals Files When filed with contract case files	File with related contract case file Cut off on final payment	GRS 3-5b (2)(b) (NC1-GRS-86-2 item 6b2b)	Temporary Destroy with related contract case file (see item 3 of this schedule)	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Solicited and Unsolicited Bids and Proposals Files- Canceled solicitations files- Formal solicitations of offers to provide products or services (e g , Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract	Cut off on date of cancellation	GRS 3-5c (1) (NC1-GRS-81-2 item 6c1)	Temporary Destroy 5 years after date of cancellation	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Solicited and Unsolicited Bids and Proposals Files Unopened bids	Cut off on receipt of bid	GRS 3-5c (2) (NC1-GRS-81-2 item 6c2)	Return to bidder	Disposition increased to 7 years to conform to proposed GRS revisions

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Public Printer Files- Printing procurement unit copy of requisition, invoice, specifications, and related papers	Cut off on completion or cancellation of requisition	GRS 3-6a (NC1-64-77-5 item 7a)	Temporary Destroy 3 years after completion or cancellation of requisition	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Public Printer Files- Accounting copy of requisition	Cut off after period covered by related account	GRS 3-6b (NC1-64-77-5 item 7b)	Temporary Destroy 3 years after period covered by related account	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Non-personnel Requisition File	None	GRS 3-7 (NC1-64-77-5 item 8)	Temporary Destroy when 1 year old	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Telephone Records	Cut off after period covered by related account	GRS 3-10 (NC1-64-77-5 item 11)	Temporary Destroy 3 years after period covered by related account	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Tax Exemption Files	Cut off after period covered by related account	GRS 3-12 (NC1-64-77-5 item 13)	Temporary Destroy 3 years after period covered by related account	Disposition increased to 7 years to conform to proposed GRS revisions

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Federal Activities Inventory Reform (FAIR) Act Records- Circular No A-76 case files/studies maintained by office having primary responsibility	Cut off when action is completed	GRS 3-18a (N1-GRS-05-2 item 18a)	Temporary Cut off when action is completed, hold 3 years, and retire to FRC, destroy 6 to 10 years after cut off	This establishes OS/NBC retention for these records at 7 years
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Surplus Property Case Files- Transactions of more than $25,000	Cut off after final payment	GRS 4-3a (N1-GRS-87-11-1, item 6a)	Temporary Destroy 6 years after final payment	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Surplus Property Case Files- Transactions of $25,000 or less	Cut off on final payment	GRS 4-3b (N1-GRS-87-11-1, item 6b)	Temporary Destroy 3 years after final payment	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Budget Reports Files- Annual report	Cut off at end of FY	GRS 5-3a (GRS 5, 1952, item 5a)	Temporary Destroy when 5 years old	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Accountable Officers' Files- Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors	Cut off at end of period covered by account	GRS 6-1a (N1-GRS-91-3)	Temporary Destroy 6 years and 3 months after period covered by account	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Certificates Settlement Files- Certificates covering closed account settlements, supplemental settlements, and final balance settlements	Cut off on date of settlement	GRS 6-3a (GRS 6, 1952, item 3a)	Temporary Destroy 2 years after date of settlement	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Certificates Settlement Files - Certificates covering period settlements	Cut off when subsequent certificate of settlement is received	GRS 6-3b (GRS 6, 1952, item 3b)	Temporary Destroy when subsequent certificate of settlement is received	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	General Fund Files	None	GRS 6-4 (NC174-105, item 5)	Temporary Destroy when 3 years old	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Gasoline Sales Tickets	None	GRS 6-7 (NC-64-77-11, item 7)	Temporary Destroy after GAO audit or when 3 years old, whichever is sooner	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Telephone Toll Tickets	None	GRS 6-8 (NC-64-77-11, item 8)	Temporary Destroy after GAO audit or when 3 years old, whichever is sooner	Disposition increased to 7 years to conform to proposed GRS revisions

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Administrative Claims Files - Claims against the United States Records relating to claims against the United States for moneys that have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by sub item c below	Cut off at end of FY	GRS 6-10a	Temporary Destroy when 6 years, 3 months old (N1-GRS-87-13 item 1a)	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Administrative Claims Files - Claims that were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103	Cut off at end of FY	GRS 6-10b(1)	Temporary Destroy when 6 years, 3 months old (N1-GRS-87-13 item 1b1)	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Administrative Claims Files - Claims for which the Government is entitled (per 28 U S C 2415) to additional time to initiate legal action	Cut off at end of FY Cannot be destroyed until 3 months after the end of the extended period	GRS 6-10b(2)(b)	Temporary Destroy 3 months after the end of the extended period (N1-GRS-87-13 item 1b2b)	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Administrative Claims Files - Claims that the agency administratively determines are not owed to the United States after collection action was initiated	Cut off at end of FY	GRS 6-10b(3)	Temporary Destroy when 6 years, 3 months old (N1-GRS-87-13 item 1b3)	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Administrative Claims Files - Claims files that are affected by a court order or that are subject to litigation proceedings	Cut off at end of FY Records cannot be destroyed until the court order is lifted and litigation is concluded	GRS 6-10c	Temporary Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later (N1-GRS-87-13 item 1c)	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Waiver of Claims Files- Approved waivers (agencies may approve amounts not aggregating to more than $500 or GAO may approve any amount)	Cut off at end of FY in which the waiver was approved	GRS 6-11a	Temporary Destroy 6 years, 3 months after the EOFY in which the waiver was approved (N1-GRS-88-1 item 11a)	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Waiver of Claims Files- Denied waivers	Cut off and handle in accordance with related claims files	GRS 6-11b	Temporary. Destroy with related claims files in accordance with items 10b and 10c of this schedule (N1-GRS-88-1 item 11b)	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	General Accounting Ledgers	Cut off at end of FY involved in ledgers	GRS 7-2 (NC1-GRS-83-5, item 1)	Temporary Destroy 6 years and 3 months after the EOFY involved	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Appropriation Allotment Files	Cut off at end of FY involved in files	GRS 7-3 (NC1-GRS-83-5, item 2)	Temporary Destroy 6 years and 3 months after the EOFY involved	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Expenditure Accounting Posting and Control Files- Original records	None	GRS 7-4a (NC-64-75-2, item 4a)	Temporary Destroy when 3 years old	Disposition increased to 7 years to conform to proposed GRS revisions

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Expenditure Accounting Posting and Control Files- Copies	None	GRS 7-4b (GRS 7, 1952, item 4b)	Temporary Destroy when 2 years old	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Commercial Freight and Passenger Transportation Files- Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents	Cut off after the period of the account	GRS 9-1a (N1-GRS-91-3, item 1a)	Temporary Destroy 6 years after the period of the account	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Commercial Freight and Passenger Transportation Files- Records covering payment for commercial freight and passenger transportation charges for services for which any condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period	Cut off when associated condition is nvestigated and/or settled (e g , detection of overcharge)	GRS 9-1b (N1-GRS-91-3, item 1b)	Temporary Destroy when 10 years old	Reduces retention to 7 years from 10 Inclusion of cut-off prevents record from being prematurely destroyed. This matches proposed GRS revision
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Commercial Freight and Passenger Transportation Files- Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (Standard Form (SF) 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents	Cut off after the period of the account	GRS 9-1c (N1-GRS-91-3, item 1c)	Temporary Destroy 6 years after the period of the account	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Obligation copy of commercial passenger transportation vouchers	Cut off when funds are obligated	GRS 9-1d (N1-GRS-91-3, item 1e)	Destroy when funds are obligated	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Commercial Freight and Passenger Transportation Files- Unused ticket redemption forms, such as SF 1170	Cut off when the transaction is completed	GRS 9-1e (N1-GRS-98-2, item 8)	Temporary Destroy 3 years after the year in which the transaction is completed	Disposition increased to 7 years to conform to proposed GRS revisions
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Lost or Damaged Shipments Files	Cut off at end of FY	GRS 9-2 (N1-GRS-91-3, item 2)	Temporary Destroy when 6 years old	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Noncommercial, Reimbursable Travel Files- Travel administrative office files	Cut off at end of FY	GRS 9-3a (N1-GRS-91-3, item 3a)	Temporary. Destroy when 6 years old	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Memorandum of Agreement Files - Cooperative agreements, letters of agreement, all other documents with a similar purpose, amendments thereto, and associated substantive materials, negotiated with other Federal agencies, state agencies, or private organizations concerning services rendered to or received from such bodies Record copy	Cut off on expiration of cancellation of agreement	NC1-22-78-1/09a CONT-410	Temporary Destroy 3 yrs after expiration or cancellation	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Budget Preparation, Presentation, and Apportoinment Records - Budget statements - estimates and justification prepared at Service level, budget digests, budget briefing books, and program and financial plans	Cut off at end of FY	NC1-22-78-1/80a BUDG-312	Temporary Separate file into 2-year sets and transfer the set to a FRC when it is 4 yrs old, destroy the set when it is 8 yrs old	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Aviation Management Financial System	Cut off when funds are obligated	N1-048-08-10, item 7558 1	Temporary Cut off when funds are obligated, destroy 6 years and 3 months after cut off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Office of Financial Management-Consolidated Financial System (CFS)	Cut off at the end of the annual report cycle	N1-048-08-12, item 7151 0	Temporary Cut off at the end of the annual report cycle, destroy 7 years after cut off	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Facilities Management System	None	N1-048-08-14, item 7562	Temporary. Cut off at EOFY when case file is closed out, destroy 10 years after cut-off, or when no longer needed, whichever is longer	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	OS Travel Management System	Cut off when funds are obligated	N1-048-08-17, item 7563	Temporary Cut off when funds are obligated, destroy 6 years and 3 months after cut off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Federal Financial System	Cut off at end of FY	N1-048-08-26, item 7560	Temporary Cut off at EOFY, destroy 6 years and 3 months after cut-off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Datamart - Data Files	Cut off at end of FY	N1-048-09-06 7554 1	Temporary. Cut off files at end of pay year, destroy 30 years after cut off	Retention reduced 30 years is believed to be excessive for these records
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Datamart - Bank Card Training	Cut off records when training is complete	N1-048-09-06 7554 2	Temporary. Cut off records when training is complete, destroy 10 years after cut off	Retention reduced 10 years is believed to be excessive for these records

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Datamart - Charge Card Report Distribution System	Cut off at end of FY	N1-048-09-06 7554 3	Temporary. Cut off records at EOFY, destroy when 10 years old	Retention reduced 10 years is believed to be excessive for these records
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Budget Technical Guidance	Cut off at end of FY	N1-048-10-2 7204	Temporary Cut off at EOCY, destroy 10 years after cut off	Retention reduced. 10 years is believed to be excessive for these records
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Budget Formulation Files	Cut off at end of budget year	N1-048-10-2 7206	Temporary Cut off at end of budget year, destroy 5 years after cut off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Payment in Lieu of Taxes (PILT) Files- Supporting Documents	Cut off at end of FY	N1-048-10-2 7214 2	Temporary. Cut off at EOFC, destroy 6 years after cut off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Memorandums of Understanding (MOUs)	Cut off when agreement is superseded or invalidated	N1-048-10-04, item 1219	Temporary Cut off when agreement is superseded or invalidated, destroy 10 years after cut off	Retention reduced 10 years is believed to be excessive for these records.

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Interagency Agreements	Cut off when agreement is superseded or invalidated	N1-048-10-04, item 1220	Temporary. Cut off when agreement is superseded or invalidated, destroy 10 years after cut off.	Retention reduced 10 years is believed to be excessive for these records
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Annual Program Allocation Records	Cut off at EOFY in which liability is satisfied	DAA-0048-2012-0002, item 4	Temporary Cut off at EOFY in which liability is satisfied, destroy 7 years after cut off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Commerical Freight and Passenger Transportation Files - Original vouchers (Domestic, foreign, and relocation travel)	Cut off at end of the period of the account	N1-057-08-01, 303-01a	Temporary Destroy 6 years 3 months after the period of the account	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Library Purchase Transactions - Transactions for books, periodicals, and databases from time of order to receipt	Cut off at end of fiscal year	N1-057-08-01, 306-04	Temporary Destroy when 5 years old	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Reimbursable Service Agreements - Agreements, signed by the USGS, to finance the provision of a service, such as with the Department of the Interior	Cut off after final payment	N1-057-08-02, 605-02	Temporary Cut-off after final payment is made Destroy 6 years 3 months after cut-off	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Memorandum of Understanding/Memorandum of Agreements - Record Copy - Agreements identifying and defining potential areas of coordination and cooperation Outlines basic policies and procedures governing collaboration on matters of mutual concern or interest	Cut off upon completion of the agreement	N1-057-08-02, 605-03	Temporary. Cut-off at the completion of the agreement Place in inactive file Destroy when no longer needed for reference purposes	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Budget and Financial Project Files - Project Files created and maintained in any USGS office that has a primary function involving budget and financial activities	Cut off at end of fiscal year	N1-057-08-02, 701-01	Temporary Cut-off file at the end of the fiscal year Destroy 6 years after cut-off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Budget Apportionment Files	Cut off at end of fiscal year	N1-057-08-02, 701-04	Temporary Destroy 6 years 3 months after the close of the fisal year	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Financial Management and Program Coordination Report Files - Budget Reports	Cut off at end of fiscal year	N1-057-08-02, 701-05a	Temporary Cut-off at the end of the fiscal year Destroy 6 years 3 months after cut-off	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Funds and Funding Files - Correspondence and records related to special fund accounts generally financed from sources earmarked by law Records regarding the use of loans, trust funds, and special funds appropriated for emergencies and disaster relief	Cut off at end of fiscal year	N1-057-08-02, 701-09	Temporary. Cut-off at the end of the fiscal year. Destroy 6 years 3 months after cut-off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Working Capital Fund - Investment Plans - Management planning tool used to invest funds wtihout fiscal year limitations for material, supplies, equipment, services, facilities, and cost reimbursable work in support of USGS programs	Cut off at end of fiscal year in which the investment plan is closed	N1-057-08-02, 703-16a	Temporary Cut-off at the end of the fiscal year that the investment plan is closed Destroy 6 years and 3 months after cutoff	**Moved to Long-term from Routine**
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Working Capital Fund - Fee for Service	Cut off at end of the fiscal year in which the fee-of-service is discontinued	N1-057-08-02, 703-16b	Temporary Cut-off at the end of the fiscal year that the fee-for-service is discontinued Destroy 6 years 3 months after cut-off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Charge Card Purchase Records - Cardholder/Approving Official Records	Cut off after final payment	N1-057-08-02, 801-01e(1)	Temporary Destroy 6 years 3 months after close of the fiscal year in which final payment is made	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Charge Card Purchase Records - Copies for Reconciliation Purposes	Cut off after final payment	N1-057-08-02, 801-01e(2)	Temporary. Destroy 6 years 3 months after close of the fiscal year in which final payment is made	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Routine Fiscal, Contracting, and Purchasing Records - Fiscal and contracting records including travel vouchers, purchase orders, contracts, etc Copies of contracts dealing with natural and cultural resources should be filed in Item 1, Resource Management and Lands, depending on the nature of the contract	None	N1-79-08-9/10C	Temporary Destroy/Delete records 7 years after cutoff	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Acquisition Management General Files	None	N1-115-94-2 ACM-1 10	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Acquisition Management Reports	None	N1-115-94-2 ACM-2 00	Disposal Authorized - Temporary. Destroy in agency 6 years after closure	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Property Management General Files	None	N1-115-94-2 PRM-1 10	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Financial Management and Program Coordination General Files	None	N1-115-94-2 FIN-1 10	Disposal Authorized - Temporary Destroy in agency 6 years after closure	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Financial Management and Program Coordination Reports	None	N1-115-94-2 FIN-2 00	Disposal Authorized - Temporary. Destroy in agency 5 years after closure	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Funds and Funding	None	N1-115-94-2 FIN-3 00	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Financial Audits	None	N1-115-94-2 FIN-8 00	Disposal Authorized - Temporary Destroy in agency 7 years after closure	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified. Destroy 7 years after cut-off	Rental Deduction Files - Rental Rate Surveys	None	N1-115-94-2 FIN-15 00	Disposal Authorized - Temporary Destroy in agency 10 years after closure	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Financial Systems	None	N1-115-07-1 FIN-6 10	Disposal Authorized - Temporary Destroy in agency 10 years after closure	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Survey Boards	None	N1-115-07-1 PRM-9.00	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Firearms and Explosives Management	None	N1-115-07-1 PRM-19 00	Disposal Authorized - Temporary Destroy in agency 10 years after closure	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Budget Duties (60)	Cut off at the end of the fiscal year, or when activity is completed	N1-473-12-1 Item 1A	Temporary Cut off at the end of the fiscal year, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Financial Management Operations (62)	Cut off at the end of the fiscal year, or when activity is completed	N1-473-12-1 Item 1C	Temporary Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off.	Procurement Services (63)	Cut off at the end of the fiscal year, or when activity is completed	N1-473-12-1 Item 1D	Temporary. Cut off at the end of the fiscal year, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	

Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Budget Duties (60) Records relating to budget development, formulation & execution that support the organization as a whole	Cut off at end of fiscal year in which the activity is completed	N1-589-12-1 Item 1A	Temporary Cut off at the EOFC, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Financial Management Operations (62) Records relating to financial activities that support the org as a whole	Cut off when activity is completed	N1-589-12-1 Item 1C	Temporary Cut off at the EOFC, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	
Long-term Financial and Acquisition Records - DAA-0048 2013-0001-0011	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified Destroy 7 years after cut-off	Procurement Services (63) Records relating to oprerations & administration of acquisition & procurement functions, acquisition sys (such as IDEAs) & purchase card programs that support the org as a whole	Cut off when activity is completed	N1-589-12-1 Item 1D	Temporary Cut off at the EOFC, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	
Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	SF 119, Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes	Cut off when superseded or obsolete	GRS 3-16 (N1-GRS-98-2 item 7)	Temporary. Destroy when superseded or obsolete.	

Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Temporary. Cut off when the object or subject the records refer to is removed/discontinued (e g register/list superseded, ID expired, account closed, property sold, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed.	Administrative Claims Files - Claims for which the Government is entitled (per 28 U.S.C 2415) to additional time to initiate legal action	Cut off after the end of the extended period	GRS 6-10b (2)(b) (N1-GRS-87-13 item 1b2b)	Temporary Destroy 3 months after the end of the extended period	
Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Temporary. Cut off when the object or subject the records refer to is removed/discontinued (e g register/list superseded, ID expired, account closed, property sold, etc) See specific bureau/office instructions for individual cases. Destroy when no longer needed	Records Relating to Official Passports- Application files	Cut off on separation of the bearer or when 3 years old, whichever is sooner	GRS 9-5a (N1-GRS-91-1, item 5a)	Temporary Destroy when 3 years old or upon separation of the bearer, whichever is sooner	
Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Temporary. Cut off when the object or subject the records refer to is removed/discontinued (e g. register/list superseded, ID expired, account closed, property sold, etc.) See specific bureau/office instructions for individual cases Destroy when no longer needed	Records Relating to Official Passports- Passport registers	Cut off when superseded or obsolete	GRS 9-5c (N1-GRS-98-2, item 9)	Temporary. Destroy when superseded or obsolete.	

Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Temporary. Cut off when the object or subject the records refer to is removed/discontinued (e g. register/list superseded, ID expired, account closed, property sold, etc). See specific bureau/office instructions for individual cases Destroy when no longer needed	Memorandum of Agreement Files - Cooperative agreements, letters of agreement, all other documents with a similar purpose, amendments thereto, and associated substantive materials, negotiated with other Federal agencies, state agencies, or private organizations concerning services rendered to or received from such bodies All other copies	Cut off on expiration of cancellation of agreement	NC1-22-78-1/09b CONT-410	Temporary Destroy when memorandum expires or is cancel	
Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases. Destroy when no longer needed.	Real Property Accountability Files - Documents used to maintain current data on individual properties, including real property tnveotories. Files are updated whenever additional properties are acquired, or when changes occur to existing properties	Cut off when superseded, obsolete, or no longer needed for administrative or reference purposes	N1-49-90-1, 4/5b	Temporary Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes	
Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g register/list superseded, ID expired, account closed, property sold, etc). See specific bureau/office instructions for individual cases. Destroy when no longer needed	Real Property Utilization Survey Reports - Reports contain narrative information on whether or not specfic BLM properties are being used for their intended purposes and are sometimes accompanied by photographs of the property	Cut off when superseded by a new report	N1-49-90-1, 4/5c	Temporary. Destroy when replaced by new report	

Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g register/list superseded, ID expired, account closed, property sold, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Personal Property Custodian - Includes supporting documentation establishing accountability and responsibility for all property items in USGS custodians' care	Cut off when the custodian leaves the bureau	N1-057-08-06, 1001-02	Temporary Retain until the custodian leaves the bureau Move to inactive file upon separation Destroy when no longer needed for reference purposes	
Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g register/list superseded, ID expired, account closed, property sold, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Official Passport Application files - Documents relating to the issuance of official passports, including requests for passports and transmittal letters	Cut off upon receipt of the passport from the Department of State and issuance to the employee	N1-057-11-01, 303-08a	Temporary Delete/destroy upon receipt of the passport from the Department of State and issuance to the employee	
Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g register/list superseded, ID expired, account closed, property sold, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Passport Record System - Electronic database containing records on bureau new/replacement passports after they are received from the Department of State	Cut off upon receipt of official notice of separation of the employee, or when passport is expired/canceled and returned to the Department of State	N1-057-11-01, 303-08c	Temporary Delete passport records upon receipt of official notice of separation of the employee or for active employees when passports are canceled or expired and returned to the Department of State	

Financial and Acquisition Records of Specific Temporary Value - DAA-0048-2013-0001-0012	Temporary Cut off when the object or subject the records refer to is removed/discontinued (e g register/list superseded, ID expired, account closed, property sold, etc) See specific bureau/office instructions for individual cases Destroy when no longer needed	Visa Records - Photocopies of issued visa's	Cut off when expired and destroy immediately	N1-057-11-01, 303-08d	Temporary Destroy immediately upon expiration	
Information Technology						
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Payroll System Reports- Error reports, ticklers, system operation reports	Cut off when related actions are completed or when no longer needed	GRS 2-22a (N1-GRS-92-4 item 22a)	Temporary Destroy when related actions are completed or when no longer needed, not to exceed 2 years	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records- Electronic files or records created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records	Cut off when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes	GRS 20-1a (N1-GRS-95-2 item 1a)	Temporary Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records- Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records	Cut off after information has been transferred to the master file and verified	GRS 20-1b (N1-GRS-87-5 item 1b)	Temporary Delete after information has been transferred to the master file and verified	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records- Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use	Cut off when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes	GRS 20-1c (N1-GRS-95-2 item 1c)	Temporary Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Input/Source Records- Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes	Cut off when data has been entered into the master file or database and verified, and when no longer required to serve as backup	GRS 20-2b (N1-GRS-87-5 item 2b)	Temporary Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Input/Source Records- Electronic records received from another agency and used as input/ source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency	Cut off when data has been entered into the master file or database and verified, and when no longer required to serve as backup	GRS 20-2c (N1-GRS-87-5 item 2c)	Temporary Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Input/Source Records- Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database	Cut off after the necessary data has been incorporated into a master file	GRS 20-2d (N1-GRS-87-5 item 2d)	Temporary Delete after the necessary data have been incorporated into a master file	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Backups of Files- File identical to records scheduled for transfer to the National Archives	Cut off when the identical records have been captured in a subsequent backup file or transferred to NARA	GRS 20-8a (N1-GRS-95-2 item 8a)	Temporary Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the NARA and successfully copied	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Backups of Files- File identical to records authorized for disposal in a NARA-approved records schedule	Cut off when the identical records have been deleted or replaced by a subsequent backup file	GRS 20-8b (N1-GRS-95-2 item 8b)	Temporary Delete when the identical records have been deleted, or when replaced by a subsequent backup file	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	IT Facility, Site Management, and Equipment Support Services Records	Records must be retained for the full 3 year retention after cutoff	GRS 24-2 (N1-GRS-03-1 item 2)	Temporary Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	IT Asset and Configuration Management Files- Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets	Cut off after completion of the next inventory	GRS 24-3a (N1-GRS-03-1 item 3a)	Temporary Destroy/delete 1 year after completion of the next inventory	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	IT Asset and Configuration Management Files- Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems- Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records	None	GRS 24-3b (2) (N1-GRS-03-1 item 3b2)	Temporary Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	System Backups and Tape Library Records- Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data- Incremental backup tapes	Cut off when superseded by a full backup, and when no longer needed for system restoration	GRS 24-4a (1) (N1-GRS-03-1 item 4a1)	Delete/destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	System Backups and Tape Library Records- Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data- Full backup tapes	Cut off when second subsequent backup is verified as successful and when no longer needed for system restoration	GRS 24-4a (2) (N1-GRS-03-1 item 4a2)	Temporary Delete/destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	System Backups and Tape Library Records- Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs	None	GRS 24-4b (1) (N1-GRS-03-1 item 4b)	Temporary Destroy/delete when superseded or obsolete	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	User Identification, Profiles, Authorizations, and Password Files, EXCLUDING records relating to electronic signatures- Routine systems, i e , those not covered by item 6a	Cut off when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes	GRS 24-6b (N1-GRS-03-1 item 6b)	See GRS 20, item 1c	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Computer Security Incident Handling, Reporting and Follow-up Records	Cut off after all necessary follow-up actions have been completed	GRS 24-7	Temporary Destroy/delete 3 years after all necessary follow-up actions have been completed	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	IT Operations Records- Workload schedules, run reports, and schedules of maintenance and support activities	None	GRS 24-8a (N1-GRS-03-1 item 8a)	Temporary Destroy/delete when 1 year old	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	IT Operations Records- Problem reports and related decision documents relating to the software infrastructure of the network or system	Cut off after problem is resolved	GRS 24-8b (N1-GRS-03-1 item 8b)	Temporary Destroy/delete 1 year after problem is resolved	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	IT Operations Records- Reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring, and management reports	None	GRS 24-8c (N1-GRS-03-1 item 8c)	Temporary Destroy/delete when 3 years old	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	IT Customer Service Files- Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions,"' and other documents prepared in advance to assist customers	Cut off after record is superseded or obsolete	GRS 24-10a (N1-GRS-03-1 item 10a)	Temporary Destroy/delete 1 year after record is superseded or obsolete	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	IT Customer Service Files- Help desk logs and reports and other files related to customer query and problem response, query monitoring and clearance, and customer feedback records, and related trend analysis and reporting	Cut off when no longer needed for review and analysis	GRS 24-10b (N1-GRS-03-1 item 10b)	Temporary Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	IT Infrastructure Design and Implementation Files- Installation and testing records	Cut off after final decision on acceptance is made	GRS 24-11c (N1-GRS-03-1 item 11c)	Temporary Destroy/delete 3 years after final decision on acceptance is made	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OHA- Director's Office- Docket Management System- Output Files	None	N1-048-07-04 7102 9b	Temporary Destroy/delete when no longer needed for agency business	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OHA- Interior Board of Indian Appeals (IBIA)- Docket Management System- Output Files	None	N1-048-07-04 7103 9b	Temporary Destroy/delete when no longer needed for agency business	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OHA- Interior Board of Land Appeals (IBLA)- Docket Manangement System- Output Files	None	N1-048-07-04 7104 9b	Temporary Destroy/delete when no longer needed for agency business	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OHA- Departmental Cases Hearings Division (DCHD)- Docket Management System- Output Files	None	N1-048-07-04 7105 9b	Temporary Destroy/delete when no longer needed for agency business	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OHA- Probates Hearings Division (PHD)- Docket Management System- Output Files	None	N1-048-07-04 7106 9b	Temporary Destroy/delete when no longer needed for agency business	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OHA- White Earth Reservation Land Settlement Act (WELSA) Hearings Division (WHD)- Docket Management System- Output Files	None	N1-048-07-04 7107 9b	Temporary Destroy/delete when no longer needed for agency business	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OHA- Integrated Electronic Docket Management System- Management and Maintenance	None	N1-048-07-04, item 7108 2	Temporary Destroy/delete when superseded/obsolete or when no longer needed	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OHA- Integrated Electronic Docket Management System- Input Files	Cut off after input and verification of data into master files or when no longer needed to support the reconstruction of the master files, whichever is later	N1-048-07-04, item 7108 3	Temporary Delete/destroy after input and verification of data into master files or when no longer needed to support the reconstruction of the master files, whichever is later	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OHA- Integrated Electronic Docket Management System- Output Files	None	N1-048-07-04, item 7108 5	Temporary Delete/destroy when no longer needed for agency business	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OCIO - Change and Configuration Management Files	Cut off when type/device or system terminates	N1-048-08-01, item 3112	Temporary Cut off when type/device or system terminates, destroy 1 year after cut off	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OCIO - Enterprise Radio/Spectrum Program, Radio Frequency Assignment Files	Cut off files at end of FY in which assignment is cancelled	N1-048-08-01, item 3115	Temporary Cut off files at EOFY in which assignment is cancelled, destroy 3 years after cut off	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	FPPS - Change Management Software Application Requests (SARs)	Cut off at end of FY	N1-048-08-03, 7551 2	Temporary Cut off at EOCY, destroy 7 years after cut off	This reduces the retention to 3 years
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	FPPS - Predict Files	Cut off when system is terminated or superseded	N1-048-08-03, 7551 3	Temporary Cut off when system is terminated or superseded, destroy 1 year after cut off	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Quicktime - Change Management SARs	Cut off at end of FY	N1-048-08-03, 7552 2	Temporary Cut off at EOCY, destroy 7 years after cut off	This reduces the retention to 3 years
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	IBC HRD Retirement Subsystem - Change Management SARs	Cut off at end of FY	N1-048-08-03, 7553 2	Temporary Cut off at EOCY, destroy 7 years after cut-off	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OCIO - Computer Incident Files	Cut off when all necessary follow-up actions have been completed	N1-048-10-01, Item 6 1 8	Temporary Cut off when the agency determines they are no longer needed, destroy 3 years after all necessary follow-up actions have been completed	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OCIO - Incident Files - Supporting Documents	Cut off when all necessary follow-up actions have been completed	N1-048-10-01, Item 6 1 9	Temporary Cut off when the agency determines they are no longer needed, destroy 3 years after all necessary follow-up actions have been completed	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	OCIO - Cyber Security - Incident Tracking System	Cut off when all necessary follow-up actions have been completed	N1-048-10-01, Item 6 1 10	Temporary Cut off when the agency determines they are no longer needed, destroy 3 years after all necessary follow-up actions have been completed	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	DOI Data Loss Prevention System Data Files - Minor Incidents	Cut off when incident is records Maintain records no longer than 1 year	N1-048-11-03 1409 1	Temporary Cut off when incident is recorded, destroy 6 months after cut-off, or when no longer needed, but not longer than 1 year	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	DOI Data Loss Prevention System Data Files - Major Incidents	Cut off when all necessary follow-up actions have been completed	N1-048-11-03 1409 2	Temporary Cut off when all necessary follow-up actions have been completed, destroy 3 years after cut off	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Radio Communications Files - Radio Logs	Cut off at end of each month	NC1-49-85-2, 12/3b	Temporary Cutoff end of each month, destroy 3 years after cut off	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Data Verification and Quality Control Files Not Described Elsewhere	Cut off when no longer needed for audit or legal purposes, such as pending litigation	N1-49-96-6 20/16	Temporary Destroy when no longer needed for audit or legal purposes, such as pending litigation NARA job N1-49-96-6, 20/16	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Computer Outputs that are created for reference purposes and that are not described elsewhere	None	N1-49-96-6 20/19	Temporary Destroy when no longer needed for current business NARA Job N1-49-96-6, 20/19	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Corporate Data Element Dictionary (DED/CDD) Data Base	Cut off when superseded, obsolete or no longer needed for legal or administrative purposes	N1-49-96-6 20/20d	Temporary Delete when superseded, obsolete or no longer needed for legal or administrative purposes NARA Job N1-49-96-6, 20/20d	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Corporate Data Element Dictionary (DED/CDD) Data Base	None	N1-49-96-6, 20/20g	Temporary Destroy/delete when no longer needed for current buisness NARA Job No N1-49-96-6, 20/20g	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Hardware and Software Inventory System	Cut off individual data elements when superseded or no longer needed for administrative purposes	N1-49-96-6 20/51	Temporary Destroy individual data elements when superseded or no longer needed for administrative purposes	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Information Technology (IT) Security Data Statements of Responsibility Reference Copies	Cut off after separation or transfer of employee	N1-49-99-2 18/34b	Temporary Destroy 1 year after separation or transfer of employee	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Information Technology (IT) Security Data Access to IT systems	Cut off after separation or transfer of employee	N1-49-99-2 18/34d	Temporary Destroy 1 year after separation or transfer of employee	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Information Technology (IT) Security Data Firewall Access Requests	Cut off EOFY upon termination of access	N1-49-99-2 18/34e	Temporary Cut off EOFY upon termination of access, destroy 1 year after cut off	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Information Technology (IT) Security Data Computer Room Sign-in Sheet	Cut off after last entry on sign-in sheet	N1-49-99-2 18/34f	Temporary Destroy 6 months after last entry on sign-in sheet	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Information Technology (IT) Security Data Electronic Versions of IT Security Records	Cut off when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating	N1-49-99-2 18/34j	Temporary Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Computer Century Conversion (Y2K) Activities	Cut off at project completion	N1-49-00-4 18/35a(2)	Temporary Cut off at project completion, destroy 3 years after cut off	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Computer Century Conversion (Y2K) Activities Y2K Administrative Records	Cut off at project completion	N1-49-00-4 18/35b	Temporary Cutoff files at project completion, destroy 3 years after cutoff	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Computer Century Conversion (Y2K) Activities Detailed records of the revision, testing, and validation of a specific system or group of systems	Cut off at project completion	N1-49-00-4 18/35c(2)	Temporary Cutoff at project completion, destroy 3 years after cutoff	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Computer Century Conversion (Y2K) Activities Electronic Versions of Y2K Records	Cut off when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating	N1-49-00-4 18/35d	Temporary Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Electronic mail and Word Processing System copies - Copies used for dissemination, revision, or updating is completed	Cut off when dissemination, revision, or updating is completed	N1-057-02-03 503-01b	Temporary Destroy/delete when dissemination, revision, or updating is completed	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	General IT files - General correspondence, miscellaneous reports, newsletterss and other records relating to IT topics not otherwise covered in this schedule	Cut off at end of fiscal year	N1-057-08-01, 202-01c	Temporary Cutoff at the end of the fiscal year Destroy 3 years after cutoff	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	USGS gov Web site Access Logs - Web access logs, including all of the information that web browsers send when they request a web page, such as name, domain, and numerical internet address of the host computer, date and time of the access, Internet address of the referring web page, page requested, user agent information	Cut off at end of fiscal year	N1-057-08-01, 301-01e	Temporary Cut-off at the end of the fiscal year Destroy when 2 years old or when no longer needed, whichever is later	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Employee Training Files - Learning Management System (LMS) Inputs	Cut off after input and verification of data into master file and when no longer needed to support the reconstruction of the master file	N1-057-08-01 413-01a	Temporary Delete or destroy after input and verification of data into master file or when no longer needed to support the reconstruction of the master file, whichever is later	

System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Learning Management system Outputs - Electronic copy	Cut off when recordkeeping copy is produced and record is no longer needed for operational purposes	N1-057-08-01 413-01c(1)	Temporary Delete after recordkeeping copy is produced or no longer needed for operational purposes, whichever is later	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Routine and Supporting Documentation - Records dealing with help desk, hardware/software maintenance, and supporting documentation **[Note· There are other records described in the originating schedule item that are crosswalked to 0013]**	None	N1-79-08-8/9D	Temporary Destroy/Delete records 3 years after closure	**Records for this current authority have been split into two classifications in the proposed schedule.** Only IT-related records (help desk, hardware/software maintenance) are crosswalked to this item General administrative functions associated with this authority are instead crosswalked to 0001
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Computer Operations and Maintenance	None	N1-115-94-1, IRM-6 00	Temporary Cutoff at the end of each year Destroy 10 years after cutoff	Title and retention corrected per NARA, info from bureau still recommends these records for 3 year retention
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Information Technology Security Plans	None	N1-115-94-1, IRM-7 10	Disposal Authorized - Temporary Destroy in agency 3 years after closure	
System Maintenance and Use - DAA-0048-2013-0001-0013	Temporary Cut off when superseded or obsolete See records manual for specific criteria that may determine when a record is obsolete or superseded Destroy no later than 3 years after cut-off	Information Technology Systems Access	Cut off when access is superseded, revoked, or employee is separated/transferred	N1-115-94-1 IRM-7 20	Temporary Destroy when superseded, revoked, or after transfer of employee	

System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Documentation- Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records- Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule	N/A	GRS 20-11a (1) (N1-GRS-07-4 item 11a1)	Temporary Destroy/delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Cut off when the system is discontinued Destroy 3 years after cut-off	IT Asset and Configuration Management Files- Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems- Data and detailed reports on implementation of systems, applications and modifications, application sizing, resource and demand management, documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes, documentation of software distribution and release or version management	N/A	GRS 24-3b (1) (N1-GRS-03-1 item 3b1)	Temporary Destroy/delete 1 year after termination of system	

System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Files Related to Maintaining the Security of Systems and Data-System Security Plans and Disaster Recovery Plans	N/A	GRS 24-5a (N1-GRS-03-1 item 5a)	Destroy/delete 1 year after system is superseded	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Files Related to Maintaining the Security of Systems and Data-Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data	N/A	GRS 24-5b (N1-GRS-03-1 item 5b)	Destroy/delete 1 year after system is superseded	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Financing of IT Resources and Services- Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements	N/A	GRS 24-9a (N1-GRS-03-1 item 9a)	Temporary Destroy/delete 3 years after agreement is superseded or terminated	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Financing of IT Resources and Services- Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance	N/A	GRS 24-9b (N1-GRS-03-1 item 9b)	Temporary Destroy/delete 3 years after control measures or procedures are superseded or terminated	

System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Financing of IT Resources and Services- Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services EXCLUDING records that are part of the agency's cost accounting system, which are covered in GRS 8, items 6 and 7	N/A	GRS 24-9c (N1-GRS-03-1 item 9c)	Temporary Destroy/delete records with no outstanding payment issues when 3 years old	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	IT Infrastructure Design and Implementation Files- Records for projects that are not implemented	N/A	GRS 24-11a (N1-GRS-03-1 item 11a)	Temporary Destroy/delete 1 year after final decision is made	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OHA- General Files- Network Security Files	N/A	N1-048-07-04, 7101 10	Temporary Cut off at close of fiscal year in which record is created Delete/destroy when superseded, obsolete, or no longer needed for agency business	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OHA- Director's Office- Docket Management System- Documentation Files- System documentation	N/A	N1-048-07-04 7102 9c (a)	Temporary Delete/destroy system documentation and manuals 3 years after superseded or obsolete	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OHA- Interior Board of Indian Appeals (IBIA)- Docket Management System- Documentation Files- System documentation and manuals	N/A	N1-048-07-04 7103 9c (a)	Temporary Delete/destroy system documentation and manuals 3 years after they become superseded or obsolete	

System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OHA- Interior Board of Land Appeals (IBLA)- Docket Management System- Documentation Files- System Documentation and Manuals	N/A	N1-048-07-04 7104 9c (a)	Temporary Delete/destroy system documentation and manuals 3 years after they become superseded or obsolete	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OHA- Departmental Cases Hearings Division (DCHD)- Docket Management System- Documentation Files- Manuals	N/A	N1-048-07-04 7105 9c (a)	Temporary Delete/destroy system documentation and manuals 3 years after they become superseded or obsolete	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OHA- Probates Hearings Division (PHD)- Docket Management System- Documentation Files- Documentation and Manuals	N/A	N1-048-07-04 7106 9c (a)	Temporary Delete/destroy system documentation and manuals 3 years after they become superseded or obsolete	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OHA- White Earth Reservation Land Settlement Act (WELSA) Hearings Division (WHD)- Docket Management System- Documentation Files- Documentation and Manuals	N/A	N1-048-07-04 7107 9c (a)	Temporary Delete/destroy system documentation and manuals 3 years after they become superseded or obsolete	

System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OHA- Integrated Electronic Docket Management System- Planning and Development	N/A	N1-048-07-04, item 7108 1	Temporary Cut off at end of fiscal year in which initial system or any new version or enhancement to the system was successfully installed and accepted Delete/destroy 3 years after cut off or when no longer needed for agency business, whichever is later	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OHA- Integrated Electronic Docket Management System- Documentation Files	N/A	N1-048-07-04, 7108 6	Temporary Cut off at end of fiscal year in which superseded or obsolete Delete/destroy 3 years after cut off	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OHA- Integrated Electronic Docket Management System- User Manual and Training Files	N/A	N1-048-07-04, 7108 7	Temporary Cut off at end of fiscal year in which superseded or obsolete Destroy/delete 3 years after cut off	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OCIO - Website Review/Approval	N/A	N1-048-08-01 3110	Temporary Cut off files at end of FY Destroy 2 years after cut off	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	OCIO - Website Compliance	N/A	N1-048-08-01 3111	Temporary Cut off files at end of FY Destroy 3 years after cut off	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Radio Communications Flles - Radio Frequency Authorization Files	N/A	NC1-49-85-2, 12/3a	Temporary Destroy when replaced by a new authorization/agreement	

System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Software Improvement Project (SIP) Records	N/A	N1-49-96-6 20/18a	Temporary Destroy/delete when superseded or obsolete, or upon authorized destruction of the related master file or database NARA Job N1-49 96-6, 20/18a	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Information Technology (IT) Security Data IT Security Plans	N/A	N1-49-99-2 18/34g	Temporary Destroy when replaced by an updated plan	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Information Technology (IT) Security Data IT Contingency Plans	N/A	N1-49-99-2 18/34h	Temporary Destroy when replaced by an updated plan	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Information Technology (IT) Security Data Risk Assessments	N/A	N1-49-99-2 18/34i	Temporary Destroy when replaced by an updated plan	
System Planning, Design, and Documentation - DAA-0048-2013-0001-0014	Temporary Cut off when superseded by a newer version or upon termination of the system Destroy 3 years after cut-off	Learning Management system documentation	Cut-off when system is replaced	N1-057-08-01 413-01d	Cut off when system is replaced, destroy 6 years after cut-off	Moved from HR, retention reduced
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Oversight and Compliance Files-Performance measurements and benchmarks	Cut off after responsible office determines that there are no unresolved issues	GRS 24-1a	Temporary Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer	

Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Oversight and Compliance Files- All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance	Cut off after responsible office determines that there are no unresolved issues	GRS 24-1b	Temporary Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	User Identification, Profiles, Authorizations, and Password Files, EXCLUDING records relating to electronic signatures- Systems requiring special accountability, e g , those containing information that may be needed for audit or investigative purposes and those that contain classified records	Cut off after user account is terminated or password is altered, and when no longer needed for investigative or security purposes	GRS 24-6a (N1-GRS-03-1 item 6a)	Temporary Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	IT Infrastructure Design and Implementation Files- Records for projects that are implemented	Cut off after project is terminated	GRS 24-11b (N1-GRS-03-1 item 11b)	Temporary Destroy/delete 5 years after project is terminated	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Information Technology (IT) Program Planning Records	Cut off at end of FY and when no longer needed	GRS 27-1 (N1-GRS-04-4 item 1)	Temporary Cut off annually Destroy/delete when 7 years old or when no longer needed, whichever is later	

Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Enterprise Architecture Records	Cut off when superseded by a new iteration of the enterprise architecture	GRS 27-2 (N1-GRS-04-4 item 2)	Temporary Cut off when superseded by a new iteration of the enterprise architecture Destroy/delete when 7 years old or when no longer needed, whichever is later	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	IT Capital Investment Records	Cut off at end of FY and when no longer needed	GRS 27-3 (N1-GRS-04-4 item 3)	Temporary Cut off annually Destroy/delete when 7 years old or when no longer needed, whichever is later	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Legal and Regulatory Compliance Records	None	GRS 27-4	Temporary Cut off annually, destroy/delete when 5 years old	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	CIO Committee Records	None	GRS 27-5	Temporary Cut off annually, destroy/delete when 5 years old	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	CIO Subject and Office Records	None	GRS 27-6	Temporary Cut off annually, destroy/delete when 5 years old	

Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - Enterprise Security Architecture (ESA)) Waiver Requests Files	Cut off after superseded, or when no longer needed, whichever is later	N1-048-06-08 4307 a	Temporary Cut off on the date of issue Destroy 5 years after superseded, or when no longer needed, whichever is later	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - ESA E-Authentication Files	Cut off after superseded, or when no longer needed, whichever is later	N1-048-06-08 4307 b	Temporary Cut off on the date of issue Destroy 5 years after superseded, or when no longer needed, whichever is later	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - ESA Secure Technical Implementation Guidelines (STIG)	Cut off on the date of issue, after superseded, or when no longer needed, whichever is later	N1-048-06-08 4307 c	Temporary Cut off on the date of issue, destroy 5 years after superseded, or when no longer needed, whichever is later	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - ESA Standards	Cut off on the date of issue, after superseded, or when no longer needed, whichever is later	N1-048-06-08 4307 d	Temporary Cut off on the date of issue Destroy 5 years after superseded, or when no longer needed, whichever is later	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - Reports and presentations issued by the OCIO and their supporting documentation	None	N1-048-08-01 3101 2	Temporary Cut off at EOFY in which report is issued, destroy 5 years after cut off	

Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO Project Planning Files	Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented	N1-048-08-01 3103	Temporary Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented, destroy 15 years after cut off	Retention reduced 15 years is believed to be excessive for these records
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - CPIC - Final OMB Submissions and Supporting Documentation	Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented	N1-048-08-01 3104 1	Temporary Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented, destroy 15 years after cut-off	Retention reduced 15 years is believed to be excessive for these records
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - Electronic Capital Planning and Investment Control (E-CPIC) System Data Files	Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented	N1-048-08-01 3105	Temporary Cut off files at end of FY in which related capital investment is terminated, or when it is determined the project will not be implemented, destroy 15 years after cut-off	Retention reduced 15 years is believed to be excessive for these records
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - IT-Related Licensing/Purchasing Agreement Project Files	Cut off files at end of FY in which project closes	N1-048-08-01 3107	Temporary Cut off files at end of FY in which project closes Destroy 10 years after cut-off	Retention reduced 10 years is believed to be excessive for these records

Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - DOI Enterprise Architecture Repository (DEAR) System Data files	Cut off when the data is input, updated, created within the system, or when no longer needed for agency business, whichever is longer	N1-048-08-01 3108	Temporary Destroy data files and any related metadata 20 years after the data is input, updated, created within the system, or when no longer needed for agency business, whichever is longer	Retention reduced 20 years is believed to be excessive for these records
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - DEAR - Long-term Reports	None	N1-048-08-01 3109 2	Temporary Cut off at end of FY in which report is created Destroy 15 years after cut-off, or when no longer needed, whichever is later	Retention reduced 15 years is believed to be excessive for these records
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - Major Projects/Initiatives Files	Cut off files at end of FY after planning process ends	N1-048-08-01 3113	Temporary Cut off files at end of FY after planning process ends, destroy 5 years after cut off	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - Cyber Security - Critical Infrastructures	Cut off files on formal conclusion of project or issue, or when no longer needed, whichever is later	N1-048-10-01, Item 6 1 1	Temporary Cut off files on formal conclusion of project or issue Destroy 5 years after cut-off or when no longer needed, whichever is later	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - Cyber Security - System Certification & Accreditation (C&A) Files	Cut off after the end of each system's life-cycle or when files are no longer needed, whichever is later	N1-048-10-01, Item 6 1 2	Temporary Destroy 7 years after the end of each system's life-cycle or when files are no longer needed, whichever is later	

Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - C&A Documentation Files	Cut off after the end of each system's life-cycle or when files are no longer needed, whichever is later	N1-048-10-01, Item 6 1 3	Temporary Destroy 7 years after the end of each system's life-cycle or when files are no longer needed, whichever is later	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - C&A Command Center System	Cut off at the end of the system's life-cycle if all other active data has been migrated to a replacement system, or when no longer needed, whichever is later	N1-048-10-01, Item 6 1 4	Temporary Cut off at the end of the system's life-cycle if all other active data has been migrated to any replacement system, destroy 7 years after cut-off or when no longer needed, whichever is later	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - Cyber Security Reports (Issued and supporting docs)	Cut off on the date the report is issued	N1-048-10-01, Item 6 1 11	Temporary Cut off on the date the report is issued Destroy 5 years after cut-off	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	OCIO - Year 2000 (Y2K) Computer Century Conversion Activities, Policy and Planning Records, Official Copy	Cut off at end of FY of project completion	N1-048-10-01, Item 6 2 1	Temporary Cut off at end of year of project completion, destroy 15 years after cut off	Reduces retention to 7 years, records are not deemed necessary any more, and this would allow destruction of all pertinent materials
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Section 508 Complaint Files	Cut off at issuance of final agency letter issued in response to the complaint	N1-048-10-01, Item 6 4	Temporary Cut off at issuance of final agency letter issued in response to the complaint Destroy 5 years after cut off	

Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Software Improvement Project (SIP) Records	Cut off at end of FY in which project implemented or completed	N1-49-96-6 20/18b	Temporary Cut off EOFY in which project implemented or completed, transfer to FRC 1 year after cut off FRC destroys 7 years after cut off NARA Job N1-49-96, 20/18b	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Information Technology (IT) Security Data Computer Security Incident Report	Cut off at end of FY in which incident occurs	N1-49-99-2 18/34c	Temporary Cut off EOFY in which incident occurs, destroy 5 years after cut off	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Information Resource Management General Files	Cut off after closure	N1-115-94-1 IRM-1 10	Disposal Authorized - Temporary Destroy in agency 6 years after closure	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Information Resource Management Reports	Cut off after closure	N1-115-94-1 IRM-2 00	Disposal Authorized - Temporary Destroy in agency 5 years after closure	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Software Development, Maintenance, and Support (Software)	Cut off after closure	N1-115-94-1, IRM-3 00	Temporary Cutoff at the end of each year Destroy 10 years after cutoff	Retention corrected per NARA

Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified. Destroy 7 years after cut-off	Information Technology Facilities and Equipment (Hardware)	Cut off after closure	N1-115-94-1, IRM-4 00	Temporary Cutoff at the end of each year Destroy 10 years after cutoff	Retention corrected per NARA
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary. Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Information Technology Planning and Programs	Cut off after closure	N1-115-94-1, IRM-5 00	Temporary Cutoff at the end of each year Destroy 10 years after cutoff	Retention corrected per NARA
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Plan IT investments (80)	Cut off at the end of FY or when activity is completed.	N1-473-12-1 Item 1O	Temporary Cut off at the end of the FY or when activity is completed. Delete/Destroy 7 years after cut off	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Acquire IT Investments (81)	Cut off at the end of FY or when activity is completed	N1-473-12-1 Item 1P	Temporary Cut off at the end of the FY or when activity is completed. Delete/Destroy 7 years after cut off	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Operations Maintenance, & Mgmt of IT Investments (82)	Cut off at the end of FY or when activity is completed	N1-473-12-1 Item 1Q	Temporary Cut off at the end of the FY or when activity is completed Delete/Destroy 7 years after cut off	

Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	IT Security (83)	Cut off at the end of FY or when activity is completed	N1-473-12-1 Item 1R	Temporary Cut off at the end of the FY or when activity is completed Delete/Destroy 7 years after cut off	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	IT Architecture (84)	Cut off at the end of FY or when activity is completed.	N1-473-12-1 Item 1S	Temporary Cut off at the end of the FY or when activity is completed Delete/Destroy 7 years after cut off	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Capital Planning & Project Mgmt (85)	Cut off at the end of FY or when activity is completed.	N1-473-12-1 Item 1T	Temporary. Cut off at the end of the FY or when activity is completed Delete/Destroy 7 years after cut off	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Plan IT investments (80) Records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investmenta and all work related to IT prototypes	Cut off at the EOFY, or when activity is completed	N1-589-12-1 Item 1O	Temporary Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Acquire IT Investments (81) Records relating the full acquisition of an IT investment including but not limited to the procurement & implementation of an IT investment or useful segments/modules, Ex300, parts 1, 2 or 4 of Ex53, the control and evaluation phases of CPIC & investment control process.	Cut off at the EOFY, or when activity is completed	N1-589-12-1 Item 1P	Temporary Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	

Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Operations Maintenance, & Mgmt of IT Investments (82) Records relating to operation, maintenance and mgmt of IT investments portraying when an IT investment is operational (steady state) after formal acceptance, means delivered, deployed and is performing the mission.	Cut off at the EOFY, or when activity is completed	N1-589-12-1 Item 1Q	Temporary Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	IT Security (83) Records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies, NIST guidance, Federal Information Security Mgmt Act (FISMA) guidance and include all IT security program records and records for securing individual IT systems, applications & infrastructure	Cut off at the EOFY, or when activity is completed	N1-589-12-1 Item 1R	Temporary Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	
Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	IT Architecture (84) Records relating to the development, coordination & implementation of policies, standards, guidelines and provision of related assistance for EA records created by the Interior EA and Bureau architecture teams in the course of the development, management and utilization of EA.	Cut off at the EOFY, or when activity is completed	N1-589-12-1 Item 1S	Temporary Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	

Long-term Information Technology Records - DAA-0048-2013-0001-0016	Temporary Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified Destroy 7 years after cut-off	Capital Planning & Project Mgmt (85) Records generated in the course of IT CPIC on the protfolio of IT investments in accordance with OMB's requirements including all program reports for portfolio mgmt and project mgmt not attributable to individual IT projects or investments	Cut off at the EOFY, or when activity is completed	N1-589-12-1 Item 1T	Temporary Cut off at the EOFY, or when activity is completed, transfer to the FRC 3 years after the cut off, delete/destroy 7 years after cut off	
Unchanged GRS Retentions (no exception requested/permitted)						
None; unchanged	**UNCHANGED**	Official Personnel Folders (OPF's) - Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention a Transferred employees	N/A	GRS 1/1a	See Chapter 7 of the Guide to Personnel Recordkeeping for instructions relating to folders of employees transferred to another agency	Per NARA, cannot be changed
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Official Personnel Folders (OPF's) - Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention. b Separated employees.	N/A	GRS 1/1b	Transfer folder to National Personnel Records Center (NPRC), St Louis, MO, 30 days after latest separation. [See note (2) after this item] NPRC will destroy 65 years after separation from Federal service. (N1-GRS-87-12 item 1b2)	Per NARA, cannot be changed
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Service Record Cards - Cards for employees separated or transferred on or before December 31, 1947	N/A	GRS 1/2a	Transfer to NPRC (CPR), St Louis, MO. Destroy 60 yrs. after earliest personnel action (N1-GRS-78-2, item 1)	Obsolete, does not fit day forward approach
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Offers of Employment Files - Accepted offers.	N/A	GRS 1/4a	Destroy when appointment is effective. (NC1-64-77-10 item 4a)	Transitory

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Offers of Employment Files - Declined offers When name is received from certificate of eligibles	N/A	GRS 1/4b(1)	Return to OPM with reply and application. (NC1-64-77-10, item 4b1)	Obsolete - now use OPM automated system.
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Offers of Employment Files - Declined offers· Temporary or excepted appointment.	N/A	GRS 1/4b(2)	File with application (see GRS 1, items 33k, 33l, 33m, 33n, as appropriate). (NC1-64-77-10, item 4b2)	Obsolete - now use OPM automated system
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Offers of Employment Files - Declined offers All others	N/A	GRS 1/4b(3)	Destroy immediately (NC1-64-77-10, item 4b3)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Certificate of Eligibles Files - Civilian Personnel Records - Certificate of Eligibles Files	N/A	GRS 1/5	Destroy when 2 years old (NC1-64-77-10 item 5)	Obsolete
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Record Cards - Civilian Personnel Records - Employee Record Cards	N/A	GRS 1/6	Destroy on separation or transfer of employee (NC1-64-77-10 item 65)	Obsolete
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Position Classification Files - Position Classification Standards Files. Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.	N/A	GRS 1/7a(1)	Destroy when superseded or obsolete. (N1-GRS-81-11, item 1)	Obsolete - OPM manages
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Position Identification Strips - Strips, such as the former SF 7D, containing summary data on each position occupied.	N/A	GRS 1/11	Destroy when superseded or obsolete (NC1-64-77-10, item 11)	Obsolete
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Award Files - Lists of or indexes to agency award nominations Lists of nominees and winners and indexes of nominations	N/A	GRS 1/12d	Destroy when superseded or obsolete. (NC1-64-77-10, item 12d)	Transitory

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Correspondence and Form Files - Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule Retention registers and related records Registers from which no reduction-in-force actions have been taken and related records	N/A	GRS 1/17b(2)	Destroy when superseded or obsolete. (NC1-64-77-10, item 17b2)	Obsolete
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Medical Folder (EMF) - Long-term medical records as defined in 5 CFR Part 293, Subpart E. Transferred employees	N/A	GRS 1/21a(1)	See 5 CFR Part 293, Subpart E for instructions (N1-GRS-86-4, item 21a1)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Medical Folder (EMF) - Long-term medical records as defined in 5 CFR Part 293, Subpart E Separated employees	N/A	GRS 1/21a(2)	Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later. (N1-GRS-86-4 item 21a2)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Medical Folder (EMF) - Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility.	N/A	GRS 1/21c	Destroy 60 yrs after retirement to the NARA records storage facility. (N1-GRS-86-4, item 21c)	Obsolete

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Performance File System Records - Non-SES appointees (as defined in 5 U.S C 4301(2)) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not affected and all related documents.	N/A	GRS 1/23a(1) .	Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice. (N1-GRS-93-3 item 23a1)	REMOVED per GRS team feedback
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Performance File System Records - Non-SES appointees (as defined in 5 U S C. 4301(2)) Performance records superseded through an administrative, judicial, or quasi-judicial procedure	N/A	GRS 1/23a(2)	Destroy when superseded. (N1-GRS-93-3, item 23a2)	REMOVED per GRS team feedback
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Performance File System Records - Non-SES appointees (as defined in 5 U S C. 4301(2)) Performance-related records pertaining to a former employee Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.	N/A	GRS 1/23a(3)(a) .	Destroy when superseded (N1-GRS-93-3, item 23a2).	REMOVED per GRS team feedback
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Performance File System Records - Non-SES appointees (as defined in 5 U S C. 4301(2)) Performance-related records pertaining to a former employee All other performance plans and ratings.	N/A	GRS 1/23a(3)(b) .	Destroy when 4 yrs old. (N1-GRS-98-2, item 2).	REMOVED per GRS team feedback

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Performance File System Records - Non-SES appointees (as defined in 5 U S C 4301(2)). All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.	N/A	GRS 1/23a(4)	Destroy 4 yrs. after date of appraisal (N1-GRS-95-3, item 23a4).	REMOVED per GRS team feedback
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Performance File System Records - Non-SES appointees (as defined in 5 U.S C 4301(2)) Supporting documents	N/A	GRS 1/23a(5)	Destroy 4 yrs after date of appraisal (N1-GRS-98-2, item 3)	REMOVED per GRS team feedback
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Performance File System Records - SES appointees (as defined in 5 U.S C. 3132a(2)) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	N/A	GRS 1/23b(1) .	Destroy when superseded (N1-GRS-82-2, item 23b1)	Removed with other SES performance appraisals
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Performance File System Records - SES appointees (as defined in 5 U.S C. 3132a(2)). Performance-related records pertaining to a former SES appointee. Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.	N/A	GRS 1/23b(2)(a) .	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule. (N1-GRS-95-3 item 23a3a)	Obsolete; utilize eOPF

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Performance File System Records - SES appointees (as defined in 5 U S C 3132a(2)) Performance-related records pertaining to a former SES appointee. All other performance ratings and plans.	N/A	GRS 1/23b(2)(b) .	Destroy when 5 yrs old. (N1-GRS-98-2, item 4).	REMOVED per GRS team feedback
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Performance File System Records - SES appointees (as defined in 5 U S C 3132a(2)) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).	N/A	GRS 1/23b(3) .	Destroy 5 yrs. after date of appraisal (N1-GRS-82-2, item 23b3).	REMOVED per GRS team feedback
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Employee Performance File System Records - SES appointees (as defined in 5 U S C 3132a(2)) Supporting documents.	N/A	GRS 1/23b(4) .	Destroy 5 yrs after date of appraisal. (N1-GRS-98-2, item 5)	REMOVED per GRS team feedback
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Equal Employment Opportunity (EEO) Records - Copies of Complaint Case Files	N/A	GRS 1/25b	Destroy 1 yr. after resolutin of case (NC1-64-77-10, item 26b).	N/A, Should be non-record
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Labor Management Relations Records - Labor Management Relations General and Case Files Other offices.	N/A	GRS 1/28a(2) .	Destroy when superseded or obsolete. (NC1-64-77-10, item 29a2)	Copies
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Examining and Certification Records - Test Answer Sheets	N/A	GRS 1/33i	Destroy when 6 months old (N1-GRS-85-2 item 34h)	Transitory

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Denied Health Benefits Requests Under Spouse Equity - Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers. b Health benefits denied, appealed to OPM for reconsideration (1) Appeal successful - benefits granted	N/A	GRS 1/35b(1)	Create enrollment file in accordance with Subchapter S17 of the FEHB Handbook (N1-GRS-88-2 item 1b1)	N/A, instructions not a disposition
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Payroll - Pay record for each employee as maintained in an electronic data base This database may be a stand-alone payroll system or part of a combined personnel/payroll system.	N/A	GRS 2/1a	Update elements and/or entire record as required (N1-GRS-92-4 item 1a)	N/A, retention instructions do not reflect current practice, not media neutral
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Payroll - Individual Pay Record, containing pay data on each employee within an agency This record may be in paper or microform but not in machine readable form.	N/A	GRS 2/1b	Transfer to National Personnel Records Center Destroy when 56 years old. (N1-GRS-92-4 item 1b)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Payroll - Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine-readable form	N/A	GRS 2/2	Destroy 15 years after close of pay year in which generated. (N1-GRS-92-4 item 2)	N/A; conflicts with media neutral schedule
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Time and Attendance - If employee initials time card or equivalent	N/A	GRS 2/6a	Destroy at end of following pay period. (N1-GRS-92-4 item 6a)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Time and Attendance - Record of employee leave, such as SF 1150, prepared upon transfer or separation.	N/A	GRS 2/9a	File on right side of the Official Personnel Folder (OPF) See GRS 1, item 1 (N1-GRS-92-4 item 9a)	N/A, in eOPF

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Authorization for Purchase and Request for Change - U.S. Savings Bonds, SB 2152, or equivalent	N/A	GRS 2/14a	Destroy when superseded or after separation of employee. (N1-GRS-92-4 item 14a)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Bond registration files issuing agent's copies of bond registration stubs	N/A	GRS 2/14b	Destroy 4 months after date of issuance of bond (N1-GRS-92-4 item 14b)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Bond receipt and transmittal files. receipts for and transmittals of U S Savings Bonds	N/A	GRS 2/14c	Destroy 4 months after date of issuance of bond (N1-GRS-92-4 item 14c)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Payroll Administration - All other copies.	N/A	GRS 2/23b	Destroy 1 month after end of related pay period (N1-GRS-92-4 item 23b)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Real Property Files - Records relating to property acquired after December 31, 1920, other than abstract or certificate of title	N/A	GRS 3/1a	Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens	REMOVED. Per NARA, retention unable to be reduced.
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Real Property Files - Abstract or certificate of title.	N/A	GRS 3/1b	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens	N/A; record not destroyed
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Routine Procurement Files - Transactions that utilize other than small purchase procedures and all construction contracts exceeding $2,000	N/A	GRS 3/3a(2)(a)	Destroy 6 years and 3 months after final payment. (N1-GRS-95-4 item 3a2a)	Obsolete

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Routine Procurement Files - Transactions that utilize small purchase procedures and all construction contracts under $2,000.	N/A	GRS 3/3a(2)(b)	Destroy 3 years after final payment (N1-GRS-95-4 item 3a2b)	Obsolete
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Routine Procurement Files - Obligation copy.	N/A	GRS 3/3b	Destroy when funds are obligated (NC1-64-77-5 item 4b)	Copies
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Routine Procurement Files - Other copies of records described above used by component elements of a procurement office for administrative purposes	N/A	GRS 3/3c	Destroy upon termination or completion. (NC1-64-77-5 item 4c)	Copies
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Solicited and Unsolicited Bids and Proposals Files - Lists or card files of acceptable bidders.	N/A	GRS 3/5d	Destroy when superseded or obsolete (NC1-GRS-81-2 item 6d)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Inventory Requisition File - All other copies	N/A	GRS 3/8b	Destroy when 6 months old (NC1-64-77-5 item 9b)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Contract Appeals Case Files - Records created prior to October 1, 1979.	N/A	GRS 3/15a	Destroy 6 years, 3 months after final action on decision. (N1-GRS-87-9 item 19a)	Obsolete
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Real Property Files - Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership	N/A	GRS 4/4	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage	N/A
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Federal Personnel Surety Bond Files - Bonds purchased before January 1, 1956	N/A	GRS 6/6a(1)	Destroy 15 years after bond becomes inactive (NC-64-77-11, item 6a1)	Obsolete
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Federal Personnel Surety Bond Files - Bonds purchased after December 31, 1955.	N/A	GRS 6/6a(2)	Destroy 15 years after end of bond premium period (NC-64-77-11, item 6a2)	REMOVED. Not in proposed GRS revision

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Federal Personnel Surety Bond Files - Other bond files including other copies of bonds and related documents	N/A	GRS 6/6b	Destroy when bond becomes inactive or after the end of the bond premium period. (NC-64-77-11, item 6b)	REMOVED. Not crosswalked, in line with other bond files
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Administrative Claims Files - Claims for which the Government's right to collect was not extended	N/A	GRS 6/10b(2)(a)	Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued. (N1-GRS-87-13 item 1b2a)	REMOVED per NARA feedback
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Stores, Plant, and Cost Accounting Records - Cost Report Data Files - Detail cards	N/A	GRS 8/7b(1)	Destroy when 6 months old (NC-64-75-2, item 8b1)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Stores, Plant, and Cost Accounting Records - Cost Report Data Files - Summary cards.	N/A	GRS 8/7b(2)	Destroy when 6 months old (NC-64-75-2, item 8b2)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Noncommercial, Reimbursable Travel Files - Obligation copies	N/A	GRS 9/3b	Destroy when funds are obligated. (N1-GRS-91-3, item 3b)	Copies
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Space and Maintenance Records - Directory Service Files - Copies in subordinate reporting units and related work papers.	N/A	GRS 11/3	Destroy 2 months after issuance of listing (GRS 11, 1952, item 3)	Copies
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Communication Records - Messenger Service Files -	N/A	GRS 12/1	Destroy when 2 months old (NC1-64-77-9, item 1)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Telecommunication Operational Files - Message registers, logs, performance reports, daily load reports, and related and similar records.	N/A	GRS 12/3a	Destroy when 6 months old. (NC1-64-77-9, item 3a)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Telecommunication Operational Files - Copies of incoming and original copies of outgoing messages	N/A	GRS 12/3b	Destroy when 2 months old. (NC1-64-77-9, item 3b)	Transitory

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Mail and Delivery Service Control Files - Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds)	N/A	GRS 12/6b	Destroy when 6 months old. (NC1-64-77-9, item 6b)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Mail and Delivery Service Control Files - Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers)	N/A	GRS 12/6c	Destroy when 6 months old (NC1-64-77-9, item 6c)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Mail and Delivery Service Control Files - Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	N/A	GRS 12/6f	Destroy when 6 months old. (NC1-64-77-9, item 6f)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Printing, Binding, Duplication, and Distribution Records - Mailing Lists - Correspondence, request forms, and other records relating to changes in mailing lists.	N/A	GRS 13/4a	Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner (GRS 13, 1952, item 5a)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Printing, Binding, Duplication, and Distribution Records - Mailing Lists - Card lists.	N/A	GRS 13/4b	Destroy individual cards when canceled or revised (GRS 13, 1952, item 5b)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Joint Committee on Printing (JCP) Reports Files - Agency report to JCP regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	N/A	GRS 13/5a	Destroy when 3 years old. (GRS 13, 1952, item 6a)	Obsolete

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Joint Committee on Printing (JCP) Reports Files - Copies in subordinate reporting units and related work papers.	N/A	GRS 13/5b	Destroy 1 year after date of report (GRS 13, 1952, item 6b)	Obsolete
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Information Requests Files - Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature	N/A	GRS 14/1	Destroy when 3 months old (N1-GRS-98-2, item 10)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Information Services Records - Acknowledgment and transmittals of inquiries and requests that have been referred elsewhere for reply (GRS 14, 1952, items 2 and 3)	N/A	GRS 14/2	3 months after acknowlegement and referral.	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Press service teletype news and similar materials	N/A	GRS 14/3	Destroy when 3 months old.	Obsolete, Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Commendations/Complaint Correspondence Files - Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, EXCLUDING those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records	N/A	GRS 14/5	Destroy when 3 months old (GRS 14, 1952, item 5)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	FOIA Requests Files - Responding to request for nonexistent records - Request appealed - Request appealed	N/A	GRS 14/11a(2)(b)	Destroy as authorized under Item 12 (NC1-64-77-1 item 16a2b)	N/A, refers to other disposition authority

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	FOIA Requests Files - Denying access to all or part of the records requested - Requests appealed - Request appealed.	N/A	GRS 14/11a(3)(b)	Destroy as authorized under Item 12 (NC1-64-77-1 item 16a3b)	N/A, refers to other disposition authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	FOIA Requests Files - Official copy of requested records - Official file copy of requested records.	N/A	GRS 14/11b	Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later (NC1-64-77-1 item 16b)	N/A, not a retention
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	FOIA Appeals Files - Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof - Official files copy of records under appeal.	N/A	GRS 14/12b	Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later (NC1-64-77-1 item 17b)	N/A, not a retention
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Privacy Act Request Files - Requests appealed.	N/A	GRS 14/21a(2)(b)	Destroy as authorized under Item 22 (NC1-64-77-1 item 25a2b)	N/A, refers to other disposition authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Privacy Act Request Files - Requests appealed	N/A	GRS 14/21a(3)(b)	Destroy as authorized under Item 22. (NC1-64-77-1 item 25a3b)	N/A, refers to other disposition authority

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Privacy Act Request Files - Official file copy of request records	N/A	GRS 14/21b	Dispose of in accordance with approved agency disposition instructions for the related records or with the related Privacy Act request, whichever is later (NC1-64-77-1 item 25b)	N/A, refers to other disposition authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Privacy Act Accounting of Disclosure Files	N/A	GRS 14-23 (NC1-64-77-1 item 27)	Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Mandatory Review For Declassification Requests Files - Request appealed.	N/A	GRS 14/31a(2)(b)	Destroy as authorized under Item 32 (N1-GRS-87 7, item 31a2b)	N/A; refers to other disposition authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Mandatory Review For Declassification Requests Files - Request appealed	N/A	GRS 14/31a(3)(b)	Destroy as authorized under Item 32 (N1-GRS-87 7, item 31a3b)	N/A, refers to other disposition authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Mandatory Review For Declassification Requests Files - Official file copy of requested records	N/A	GRS 14/31b	Dispose of in accordance with approved disposition instructions for the related records or with the related mandatory review request, whichever is later. (N1-GRS 87-7, item 31b)	N/A, refers to other disposition authority

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Mandatory Review for Declassification Appeals Files - Official file copy of records under appeal	N/A	GRS 14/32b	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later (N1-GRS 87-7, item 32b)	N/A, refers to other disposition authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Erroneous Release Files- Files that include the official file copy of the released records	N/A	GRS 14-36a (N1-GRS-89-2 item 1a)	Follow the disposition instructions approved for the released official file copy or destroy 6 years after the erroneous release, whichever is later	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Forms Files - Background materials, requisitions, specifications, processing data, and control records.	N/A	GRS 16/3b	Destroy when related form is discontinued, superseded, or canceled (NC1-64-77-8 item 4b)	Obsolete
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Microform Inspection Records - Agency copy of inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230	N/A	GRS 16/10a	Destroy 1 year after the records are transferred to the National Archives of the United States (N1-GRS-91-4 item 1)	Obsolete, not media neutral (microform)
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Administrative Management Records - Microform Inspection Records - Agency copy of logs and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230	N/A	GRS 16/10b	Destroy when 2 years old or when superseded, whichever is later. (N1-GRS 98-2 item 22)	Obsolete; not media neutral (microform)

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	IRM Triennial Review Files - Reports required by the GSA concerning reviews of information resources management (IRM) practices Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	N/A	GRS 16/11	Destroy when 7 years old. (N1-GRS-87-15 item 1)	Obsolete (GSA no longer performs functions indicated)
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Cartographic Records Prepared During Intermediate Stages of Publication - Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map	N/A	GRS 17/1	Destroy when no longer needed for revision (N1-GRS-88-5 item 1)	Working files
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Contract Negotiation Drawings - Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance, drawings related to electrical, plumbing, heating, or air conditioning projects, or drawings superseded by final working/as built drawings.	N/A	GRS 17/5	Destroy when the final working/as-built drawings have been produced (N1-GRS-98-2 item 26)	Working files

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Facilities Security and Protective Services Records - Facilities Checks Files - Files relating to periodic guard force facility checks Reports of routine after-hours security checks that either do not reflect security violations or for which the information contained therein is documented in the files defined in item 24 of this schedule	N/A	GRS 18/18b	Destroy when 1 month old.	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Personnel Security Clearance Records - Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations	N/A	GRS 18/22b	Destroy in accordance with the investigating agency instructions (NC1-GRS-80-1 item 23b)	N/A, refers to other disposition authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Personnel Security Clearance Records - Index to the Personnel Security Case Files.	N/A	GRS 18/22c	Destroy with related case file (NC1-GRS-80-1 item 23c)	N/A, refers to other disposition authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Classified Information Nondisclosure Agreements - If maintained separately from the individual's official personnel folder	N/A	GRS 18/25a	Destroy when 70 years old (N1-GRS-95-1 item 1a)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Classified Information Nondisclosure Agreements - If maintained in the individual's official personnel folder	N/A	GRS 18/25b	Apply the disposition for the official personnel folder. (N1-GRS-95-1 item 1b)	N/A, eOPF
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Emergency Planning Records - National Defense Executive Reserve (NDER) Case Files Case files on reservists	N/A	GRS 18/29a	Destroy 5 years after termination from NDER program (NC1-GRS-87-10 item 1a)	NDER not applicable to DOI

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Emergency Planning Records - National Defense Executive Reserve (NDER) Case Files Case files on individuals whose applications were rejected or withdrawn	N/A	GRS 18/29b	Destroy when 5 years old. (NC1-GRS-87-10 item 1b)	NDER not applicable to DOI
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Input/Source Records - Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.). - Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format.	N/A	GRS 20/2a(1)	Permanent Transfer to NARA in accordance with previously approved schedule. (N1-GRS-07-4 item 2a1)	N/A; refers to other disposition authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Input/Source Records - Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversation	N/A	GRS 20/2a(2)	Permanent. Transfer to NARA in accordance with previously approved schedule (N1-GRS-07-4 item 2a2)	N/A, refers to other disposition authority

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Input/Source Records - Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e g , certain handwritten annotations)	N/A	GRS 20/2a(3)	Apply previously approved schedule. (N1-GRS-07-4 item 2a3)	N/A, refers to other disposition authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Input/Source Records - Hard copy documents other than those covered by Items 2(a)(1) - (3)	N/A	GRS 20/2a(4)	Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of or serve as a backup to the electronic records, or (applicable to permanent records only) 60 days after NARA has been provided the notification required by 36 CFR 1225 24(a)(1), whichever is later. (N1-GRS 07-4 item 2a4)	N/A, not media neutral These are copies
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Records That Replace Temporary Hard Copy Records - Scanned images.	N/A	GRS 20/3a	Delete after the expiration of the retention period authorized for the hard copy records (N1-GRS-07-4 item 3a)	N/A; media-neutrality

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - Records covered by temporary items in the GRS other than GRS 1, Item 21 (Employee Medical Folders), GRS 1, Item 22 (Statistical Summaries), GRS 1, Item 25f (Equal Employment Opportunity Statistics Files), GRS 12, Item 3 (Telecommunications Operational Files), and GRS 18, Item 5 (Top Secret Accounting and Control Files)	N/A	GRS 20/3b(1)	Delete after the expiration of the retention period authorized for the hard copy records (N1-GRS-07-4 item 3b1)	N/A, media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - Records covered by GRS 1, Item 21 (Employee Medical Folders), GRS 1, Item 22 (Statistical Summaries); GRS 1, Item 25f (Equal Employment Opportunity Statistics Files), GRS 12, Item 3 (Telecommunications Operational Files), and GRS 18, Item 5 (Top Secret Accounting and Control Files)	N/A	GRS 20/3b(2)	Submit SF 115 to NARA (N1-GRS-07-4 item 3b2)	N/A, Not a retention
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - Digital versions of temporary still pictures, sound recordings, motion picture film, and video-recordings	N/A	GRS 20/3b(3)	Delete after the expiration of the retention period authorized for the hard copy records (N1-GRS-07-4 item 3b3)	N/A; media-neutrality; refers to other authority

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - Program records approved for destruction in a previously approved schedule that is media neutral and does not explicitly exclude electronic records	N/A	GRS 20/3b(4)	Delete after the expiration of the retention period specified in the previously approved schedule. (N1-GRS-07-4 item 3b4)	N/A, media-neutrality; refers to other authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - Program records maintained in an electronic format that are not covered by Items 3(a), 3(b)(1), 3(b)(3), or 3(b)(4)	N/A	GRS 20/3b(5)	Submit SF 115 to NARA. (N1-GRS-07-4 item 3b5)	N/A; Not a retention
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Records That Replace Permanent Hard Copy Records - Electronic records that replace hard copy records approved as permanent in a previously approved schedule.	N/A	GRS 20/3 1	Permanent. Submit notification to NARA in accordance with 36 CFR 1225.24(a)(1). (N1-GRS-07-4 item 3 1)	N/A; media-neutrality

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Data Files Consisting of Summarized Information - Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988, EXCLUDING data files that are created as disclosure-free files to allow public access to the data which may not be destroyed before securing NARA approval	N/A	GRS 20/4	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (N1-GRS-95-2 item 4)	N/A, media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Records Consisting of Extracted Information - Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are produced as disclosure-free files to allow public access to the data, produced by an extraction process which changes the informational content of the source master file or data base, which may not be destroyed before securing NARA approval. For print and technical reformat files see items 6 and 7 of this schedule respectively	N/A	GRS 20/5	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (N1-GRS-95-2 item 5)	N/A; media-neutrality

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Print File - Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports.	N/A	GRS 20/6	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (N1-GRS-95-2 item 6)	N/A; media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Technical Reformat File - Electronic file consisting of data copied from a complete or partial master file or data base made for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.	N/A	GRS 20/7	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (N1-GRS-95-2 item 7)	N/A, media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Finding Aids (or Indexes) - Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	N/A	GRS 20/9	Delete with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. (N1-GRS-95-2 item 9)	N/A, refers to other authority

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Special Purpose Programs - Application software necessary solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives	N/A	GRS 20/10	Delete when related master file or database has been deleted (N1-GRS-87-5 item 10)	Non-record
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Documentation - Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in a NARA-approved agency schedule.	N/A	GRS 20/11a(2)	Permanent Transfer to the National Archives with the permanent electronic records to which the documentation relates (N1-GRS-07-4 item 11a2)	N/A, refers to other authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Documentation - Copies of records relating to system security	N/A	GRS 20/11b	GRS 24, items 5 3 Categories under Item 5 Destroy/delete 3 years after agreement is superseded or terminated (N1-GRS-03-1 Item 9a), Destroy/Delete 3 years after control measures or procedures are superceded or terminated. (N1-GRS-03-1 Item 9b), and Destroy/delete records when no outstanding payment issues hwen 3 years old	N/A, refers to other authority

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Downloaded and Copied Data - Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review	N/A	GRS 20/12a	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (N1-GRS-95-2 item 12a)	Copies
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Downloaded and Copied Data - Derived data that provide user access in lieu of hard copy reports that are authorized for disposal	N/A	GRS 20/12b	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (N1-GRS-95-2 item 12b)	Copies
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Downloaded and Copied Data - Metadata or reference data, such as format, range, or domain specifications, which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.	N/A	GRS 20/12b	Delete from the receiving system or device when no longer needed for processing. (N1-GRS-95-2 item 12c)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Word Processing Files - Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes	N/A	GRS 20/13	Delete from the word processing system when no longer needed for updating or revision. (N1-GRS-95-2 item 13)	N/A, media-neutrality

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Mail Records - Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	N/A	GRS 20/14	Delete from the e-mail system after copying to a recordkeeping system. (N1-GRS-95-2 item 14)	N/A, media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Spreadsheets - When used to produce hard copy that is maintained in organized files.	N/A	GRS 20/15a	Delete when no longer needed to update or produce hard copy (N1-GRS-95-2 item 15a)	N/A, media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Spreadsheets - When maintained only in electronic form.	N/A	GRS 20/15b	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115 If the electronic version replaces hard copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired. (N1-GRS-95-2 item 15b)	N/A; media-neutrality

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Hard copy printouts created to meet ad hoc business needs - Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs Excluded are printouts created to satisfy established reporting requirements (e g., a statistical report produced quarterly in accordance with an agency directive).	N/A	GRS 20/16	Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed) (N1-GRS-07-4 item 3.2. Slight edit in series description informally approved by NWML October 2009.)	N/A, media-neutrality

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - Program records approved for destruction in a previously approved schedule that is media neutral and does not explicitly exclude electronic records	N/A	GRS 20/3b(4)	Delete after the expiration of the retention period specified in the previously approved schedule (N1-GRS-07-4 item 3b4)	N/A, media-neutrality, refers to other authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Records That Replace Temporary Hard Copy Records - Electronic formats other than scanned images - Program records maintained in an electronic format that are not covered by Items 3(a), 3(b)(1), 3(b)(3), or 3(b)(4)	N/A	GRS 20/3b(5)	Submit SF 115 to NARA (N1-GRS-07-4 item 3b5)	N/A, Not a retention
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Records That Replace Permanent Hard Copy Records - Electronic records that replace hard copy records approved as permanent in a previously approved schedule.	N/A	GRS 20/3 1	Permanent Submit notification to NARA in accordance with 36 CFR 1225.24(a)(1). (N1-GRS-07-4 item 3 1)	N/A, media-neutrality

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Data Files Consisting of Summarized Information - Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988, EXCLUDING data files that are created as disclosure-free files to allow public access to the data which may not be destroyed before securing NARA approval.	N/A	GRS 20/4	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (N1-GRS-95-2 item 4)	N/A, media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Records Consisting of Extracted Information - Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are produced as disclosure-free files to allow public access to the data, produced by an extraction process which changes the informational content of the source master file or data base, which may not be destroyed before securing NARA approval. For print and technical reformat files see items 6 and 7 of this schedule respectively	N/A	GRS 20/5	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (N1-GRS-95-2 item 5)	N/A, media-neutrality

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Print File - Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports	N/A	GRS 20/6	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (N1-GRS-95-2 item 6)	N/A, media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Technical Reformat File - Electronic file consisting of data copied from a complete or partial master file or data base made for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.	N/A	GRS 20/7	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes (N1-GRS-95-2 item 7)	N/A, media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Finding Aids (or Indexes) - Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records	N/A	GRS 20/9	Delete with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. (N1-GRS-95-2 item 9)	N/A, refers to other authority

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Special Purpose Programs - Application software necessary solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives	N/A	GRS 20/10	Delete when related master file or database has been deleted. (N1-GRS-87-5 item 10)	Non-record
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Documentation - Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in a NARA-approved agency schedule	N/A	GRS 20/11a(2)	Permanent Transfer to the National Archives with the permanent electronic records to which the documentation relates. (N1-GRS-07-4 item 11a2)	N/A, refers to other authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Documentation - Copies of records relating to system security	N/A	GRS 20/11b	GRS 24, items 5. 3 Categories under Item 5· Destroy/delete 3 years after agreement is superseded or terminated (N1-GRS-03-1 Item 9a); Destroy/Delete 3 years after control measures or procedures are superceded or terminated (N1-GRS-03-1 Item 9b), and Destroy/delete records when no outstanding payment issues hwen 3 years old	N/A; refers to other authority

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Downloaded and Copied Data - Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review.	N/A	GRS 20/12a	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (N1-GRS-95-2 item 12a)	Copies
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Downloaded and Copied Data - Derived data that provide user access in lieu of hard copy reports that are authorized for disposal	N/A	GRS 20/12b	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. (N1-GRS-95-2 item 12b)	Copies
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Downloaded and Copied Data - Metadata or reference data, such as format, range, or domain specifications, which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations.	N/A	GRS 20/12b	Delete from the receiving system or device when no longer needed for processing (N1-GRS-95-2 item 12c)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Word Processing Files - Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	N/A	GRS 20/13	Delete from the word processing system when no longer needed for updating or revision (N1-GRS-95-2 item 13)	N/A, media-neutrality

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Mail Records - Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	N/A	GRS 20/14	Delete from the e-mail system after copying to a recordkeeping system. (N1-GRS-95-2 item 14)	N/A, media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Spreadsheets - When used to produce hard copy that is maintained in organized files.	N/A	GRS 20/15a	Delete when no longer needed to update or produce hard copy. (N1-GRS-95-2 item 15a)	N/A; media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Electronic Spreadsheets - When maintained only in electronic form	N/A	GRS 20/15b	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired (N1-GRS-95-2 item 15b)	N/A, media-neutrality

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Hard copy printouts created to meet ad hoc business needs - Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs. Excluded are printouts created to satisfy established reporting requirements (e g , a statistical report produced quarterly in accordance with an agency directive).	N/A	GRS 20/16	Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed) (N1-GRS-07-4 item 3 2. Slight edit in series description informally approved by NWML October 2009)	N/A, media-neutrality
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Audiovisual Records - Routine Artwork for Handbills, Flyers, Poster, Letterhead, and Other Graphics - Routine Artwork for Handbills, Flyers, Posters, Letterhead, and Other Graphics.	N/A	GRS 21/6	Destroy when no longer needed for publication or reprinting (N1-GRS-98-2, item 35)	Transitory

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Audiovisual Records - Graphic Arts - Line and Halftone Negatives, Screened Paper Prints and Offset Lithographic Plates Used for Photomechanical Reproduction	N/A	GRS 21/7	Destroy when no longer needed for publication or reprinting (N1-GRS-81-9, item II-3)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Audiovisual Records - Graphic Arts - Line Copies of Graphs and Charts	N/A	GRS 21/8	Destroy when no longer needed for publication or reprinting (N1-GRS-98-2, item 36)	Copies
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Audiovisual Records - Motion Pictures - Routine Surveillance Footage.	N/A	GRS 21/11	Destroy when 6 months old (N1-GRS-98-2, item 37)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Video Recordings - Rehearsal or Practice Tapes.	N/A	GRS 21/16	Destroy immediately. (N1-GRS-81-9, item IV-3)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Video Recordings - Routine Surveillance Recordings	N/A	GRS 21/18	Destroy when 6 months old (N1-GRS-98-2, item 39)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Audio (Sound) Recordings - Recordings of Meetings Made Exclusively for Note Taking or Transcription, EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions	N/A	GRS 21/22	Destroy immediately after use. (N1-GRS-81-9, item V-1)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Audio (Sound) Recordings - Dictation Belts or Tapes	N/A	GRS 21/23	Destroy immediately after use. (N1-GRS-81-9, item V-2)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Audio (Sound) Recordings - Premix Sound Elements Created During the Course of a Motion Picture, Television, or Radio Production	N/A	GRS 21/24	Destroy immediately after use (N1-GRS-81-9, item V-3)	Transitory

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Audio (Sound) Recordings - Daily or Spot News Recordings Available to Local Radio Stations on a Call-in Basis.	N/A	GRS 21/26	Destroy when 6 months old (N1-GRS-98-2, item 42)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Audiovisual Records - Related Documentation - Production Files or Similar Files that Document Origin, Development, Acquisition, Use, and Ownership of Temporary Audiovisual Records.	N/A	GRS 21/28	Dispose of according to the instructions covering the related audiovisual records (N1-GRS-81-9, item VI-1)	N/A, refers to other authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Audiovisual Records - Related Documentation - Finding Aids for Identification, Retrieval, or Use of Temporary Audiovisual Records.	N/A	GRS 21/29	Dispose of according to the instructions covering the related audiovisual records. (N1-GRS-81-9, item VI-2)	N/A, refers to other authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Schedules of Daily Activities - Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	N/A	GRS 23/5b	Destroy or delete when no longer needed for convenience of reference. (N1-GRS-87-19 item 5b)	Copies/Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Suspense Files - A note or other reminder to take action	N/A	GRS 23/6a	Destroy after action is taken (N1-GRS-80-8 item 3a)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Suspense Files - The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected	N/A	GRS 23/6b	Withdraw documents when reply is received (1) If suspense copy is an extra copy, destroy immediately (2) If suspense copy is the file copy, incorporate it into the official files. (N1-GRS-80-8 item 3b)	Copies

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Transitory Files - Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days Examples of transitory correspondence are shown below	N/A	GRS 23/7	Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e g., implementing the auto-delete feature of electronic mail systems). (N1-GRS-04-5, item 1)	Transitory
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Finding Aids (or Indexes) - Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	N/A	GRS 23/9	Destroy or delete with the related records. (N1-GRS-98-2 item 46)	N/A, refers to other authority
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Information Technology Operations and Management Records - Public Key Infrastructure (PKI) Administrative Records - FBCA CAs	N/A	GRS 24/13a1	Destroy/delete when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later (N1-GRS-07-3 item 13a1)	Per NARA, cannot change disposition of PKI

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Information Technology Operations and Management Records - PKI Administrative Records - Other (non-FBCA et al.) CAs	N/A	GRS 24/13a2	Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later (N1-GRS-07-3 item 13a2)	Per NARA, cannot change disposition of PKI
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Information Technology Operations and Management Records - PKI Transaction-specific Records. - Records relate to transaction-specific records that are generated for each transaction using PKI digital signature technology.	N/A	GRS 24/13b	Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the appropriate CA and after the information record the PKI is designed to protect and/or access is destroyed according to an authorized schedule, or in the case of permanent records, when the record is transferred to NARA legal custody Longer retention is authorized if the agency determines that transaction-specific PKI records are needed for a longer period. (N1-GRS-07-3 item 13b)	Per NARA, cannot change disposition of PKI

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Ethics Program Implementation, Interpretation, Counseling, and Development Files - Records such as determinations regarding attendance at widely-attended gatherings which appropriate agency ethics officials determine are related to the routine, non-precedential application of settled legal standards to common factual situations and are not interpretations of the conflict of interest statutes, 18 U S C. 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines	N/A	GRS 25/1a	Destroy when 3 years old or when superseded or obsolete, whichever is later (N1-GRS-01-1 item 1a)	Per NARA, no change
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Ethics Program Implementation, Interpretation, Counseling, and Development Files - All other records.	N/A	GRS 25/1b	Destroy when 6 years old or when superseded or obsolete, whichever is later (N1-GRS-01-1 item 1b)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Financial Disclosure Reporting Files - SF 278 reports for individuals filing in accordance with Section 101(b) or (c) of the Act, and not subsequently confirmed by the U.S Senate or elected.	N/A	GRS 25/2a(1)	Destroy 1 year after nominee or candidate ceases to be under consideration for the position, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation (N1-GRS-01-1 item 2a1)	Per NARA, no change authorized

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Financial Disclosure Reporting Files - All other SF 278s.	N/A	GRS 25/2a(2)	Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. (N1-GRS-01-1 item 2a2)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Financial Disclosure Reporting Files - OGE Form 450a for individuals not subsequently confirmed by the U S. Senate	N/A	GRS 25/2b(1)	Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation (N1-GRS-01-1 item 2b1)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Financial Disclosure Reporting Files - All other OGE Form 450s and OGE Optional Form 450-As	N/A	GRS 25/2b(2)	Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation (N1-GRS-01-1 item 2b2)	Per NARA, no change authorized

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Financial Disclosure Reporting Files - Reports for individuals not subsequently confirmed by the U.S Senate.	N/A	GRS 25/2c(1)	Destroy 1 year after nominee ceases to be under consideration for the position, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation (N1-GRS-01-1 item 2c1)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Financial Disclosure Reporting Files - All other alternative or additional financial disclosure reports	N/A	GRS 25/2c(2)	Destroy when 6 years old, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation (N1-GRS-01-1 item 2c2)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Ethics Agreement Records - Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest	N/A	GRS 25/3	Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken or is no longer in effect, whichever is later (N1-GRS-01-1 item 3)	Per NARA, no change authorized

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files - Referrals made to Inspectors General or the Department of Justice and notifications to OGE concerning ethics violations or suspected violations.	N/A	GRS 25/4	Destroy when 6 years old. (N1-GRS-01-1 item 4)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Non-Federally Funded Travel Files - Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive branch agencies to the Office of Government Ethics in accordance with guidance given at 31 U S C 1353, as implemented by 41 C F.R. chapter 304 and the use of Standard Form (SF) 326 and SF 326A	N/A	GRS 25/5a	Destroy when 3 years old. (N1-GRS-01-1 item 5a)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Non-Federally Funded Travel Files - Statements, forms, and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel.	N/A	GRS 25/5b	Destroy 1 year after submission of report to the Office of Government Ethics. (N1-GRS-01-1 item 5b)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Ethics Program Review Files - OGE program review reports, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies	N/A	GRS 25/6a	Destroy when 6 years old. (N1-GRS-01-1 item 6a)	Per NARA, no change authorized

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Ethics Program Review Files - All other records produced during OGE program reviews, including notes and background materials.	N/A	GRS 25/6b	Destroy 1 year after the date of the OGE program review report or, if there are recommendations, one year after they are closed (N1-GRS-01-1 item 6b)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Annual Agency Ethics Program Questionnaire Files - Questionnaire completed by ethics officials on an annual basis in compliance with Section 402(e)(1) of the Ethics in Government Act of 1978, as amended, and associated records.	N/A	GRS 25/7a	Destroy 3 years after submission (N1-GRS-01-1 item 7a)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Annual Agency Ethics Program Questionnaire Files - All other records related to responses to annual agency ethics program questionnaires.	N/A	GRS 25/7b	Destroy 1 year after submission of associated annual agency ethics program questionnaire. (N1-GRS-01-1 item 7b)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Ethics Program Employee Training and Education Files - Records relating to the administration of new employee ethics orientations, annual, and other types of ethics training and education.	N/A	GRS 25/8a	Destroy when 6 years old (N1-GRS-01-1 item 8a)	Per NARA, no change authorized
NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Ethics Program Employee Training and Education Files - Record copy of materials used in providing new employee ethics orientations, annual, and other types of ethics training and education	N/A	GRS 25/8b	Destroy when 6 years old or when superseded or obsolete, whichever is later (N1-GRS-01-1 item 8b)	Per NARA, no change authorized

NONE; NOT CROSSWALKED TO DRS	**UNCHANGED**	Ethics Program Procedures Files Procedures and related supporting records on the administration of ethics programs	N/A	GRS 25/9	Destroy when 6 years old or when superseded or obsolete, whichever is later (N1-GRS-01-1 item 9)	Per NARA, no change authorized
GRS Items that will be crosswalked to future DRS Big Bucket Schedules						
General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc) Destroy 5 years after cut-off	Civilian Personnel Records -Equal Employment Opportunity (EEO) Records - Official Discrimination Complaint Case Files	Not yet determined	GRS 1/25a	Destroy 4 yrs after resolutin of case (N1-GRS-80-9, item 1)	Crosswalked to DRS Legal Bucket Final language not yet determined
Audit Files & Financial Disclosures	Disposition Temporary Cut off at end of FY in which files are closed Destroy 7 years after cut-off.	Civilian Personnel Records -Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- Compliance Records- Compliance Review Files	Not yet determined	GRS 1-25d (1)	Destroy when 7 years old (NC1-64-77-10 item 26d1)	Crosswalked to DRS Legal Bucket Final language not yet determined
General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc) Destroy 5 years after cut-off	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Compliance Records EEO Compliance Reports	Not yet determined	GRS 1/25d(2)	Destroy when 3 yrs old (NC1-64-77-10, item 26d2)	Crosswalked to DRS Legal Bucket Final language not yet determined
General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc) Destroy 5 years after cut-off	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- Employment Statistics Files	Not yet determined	GRS 1-25f	Destroy when 5 years old (NC1-64-77-10 item 26f)	Crosswalked to DRS Legal Bucket Final language not yet determined

General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc) Destroy 5 years after cut-off	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- EEO General Files	Not yet determined	GRS 1-25g	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable (NC1-64-77-10 item 26g)	Crosswalked to DRS Legal Bucket. Final language not yet determined
General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc) Destroy 5 years after cut-off	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- EEO Affirmative Action Plans (AAP)- Agency copy of consolidated AAP	Not yet determined	GRS 1-25h (1)	Destroy 5 years from date of plan. (NC-64-76-4 item 27a)	Crosswalked to DRS Legal Bucket Final language not yet determined
General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc) Destroy 5 years after cut-off	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- EEO Affirmative Action Plans (AAP)- Agency feeder plan to consolidated AAP	Not yet determined	GRS 1-25h (2)	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner (NC-64-76-4 item 27b)	Crosswalked to DRS Legal Bucket. Final language not yet determined
General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual. If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc) Destroy 5 years after cut-off	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- EEO Affirmative Action Plans (AAP)- Report of on-site reviews of Affirmative Action Programs	Not yet determined	GRS 1-25h (3)	Destroy 5 years from date of report (N1-GRS-83-2 item 1)	Crosswalked to DRS Legal Bucket Final language not yet determined

General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc) Destroy 5 years after cut-off	Civilian Personnel Records - Equal Employment Opportunity (EEO) Records - Equal Employment Opportunity (EEO) Records- EEO Affirmative Action Plans (AAP)- Agency copy of annual report of Affirmative Action accomplishments	Not yet determined	GRS 1-25h (4)	Cut off on date of report (N1-GRS-83-4 item 26h4)	Crosswalked to DRS Legal Bucket Final language not yet determined
General Litigation and Adjudication Records	Cut off as instructed by bureau/office records manual If no unique instructions exist, cut off when subject matter is closed (all advice issued, case closed and appeals exhausted, etc) Destroy 5 years after cut-off	Civilian Personnel Records - Alternative Dispute Resolution (ADR) Files - Case Files Records documenting ADR proceedings These files may include an agreement to use ADR, documentation of the settlement or discontinuance of the ADR case, parties' written evaluations of the process and/or the neutral third party mediator, and related correspondence	Not yet determined	GRS 1/27b	Destroy 3 years after settlement is implemented or case is discontinued (N1-GRS-03-2, item b)	Crosswalked to DRS Legal Bucket Final language not yet determined
Administrative Decisions and Adjudication Case Files	Cut off as instructed by bureau/office records manual If no unique instructions exist, cut off when case is closed and any appeals exhausted Destroy 7 years after cut-off	Administration Grievance, Disciplinary, and Adverse Action Files - Administrative Grievance Files (5 CFR 771)	Not yet determined	GRS 1/30a	Destroy no sooner than 4 years but no later than 7 years after case is closed (N1-GRS-92-1 item 30a)	Crosswalked to DRS Legal Bucket. Final language not yet determined
Administrative Decisions and Adjudication Case Files	Cut off as instructed by bureau/office records manual If no unique instructions exist, cut off when case is closed and any appeals exhausted Destroy 7 years after cut-off	Administration Grievance, Disciplinary, and Adverse Action Files - Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432)	Not yet determined	GRS 1/30b	Destroy no sooner than 4 years but no later than 7 years after case is closed (N1-GRS-92-1 item 30b)	Crosswalked to DRS Legal Bucket Final language not yet determined

Wildland Fire and Aviation Permanent Records	Permanent	General Aircraft Maintenance and Modification Records - Records relating to fleet-wide general maintenance activities, modifications, or improvements designed to meet programmed requirements (as opposed to maintenance activities performed on a specific aircraft) a Recordkeeping copies of maintenance manuals for unique or customized aircraft	Not yet determined	GRS 10/11 a .	Permanent Transfer to the National Archives in 5-year blocks after they become superseded or obsolete (N1-GRS-04-6, item 3a)	Excluded, Permanent Covered by pertinent Mission item
Audits and Financial Disclosures	Temporary Cut off as instructed in the bureau or office records manual If no unique instructions exist, cut off at end of FY in which files are closed Destroy 7 years after cut-off	Management Control Records- Review files- Office with responsibility for coordinating internal control functions	Cut off when no further corrective action is necessary	GRS 16-14f(1) (N1-GRS-91-5 item 1f1)	Cut off when no further corrective action is necessary, destroy 5 years after cut off	Crosswalked to DRS Legal Bucket
Audits and Financial Disclosures	Temporary Cut off as instructed in the bureau or office records manual If no unique instructions exist, cut off at end of FY in which files are closed Destroy 7 years after cut-off	Management Control Records- Review files- Copies maintained by other offices as internal reviews	Cut off when no further corrective action is necessary	GRS 16-14f (2) (N1-GRS-91-5 item 1f2)	Cut off when no further corrective action is necessary, destroy 1 year after cut off	Crosswalked to DRS Legal Bucket
General Law Enforcement Files	Cut off as instructed in the bureau/office records manual If no unique cut-off exists, cut off at end of fiscal year in which report or file is created Destroy 3 years after cut-off	Security and Protective Services Records - Facilities Security and Protective Services Records - Police Functions Files - Reports, statements of witnesses, warning notices, and other documents relating to arrests, commitments, and traffic violations	Not yet determined	GRS 18/14b	Destroy when 2 years old	Crosswalked to DRS Legal Bucket. Final language not yet determined

Incident Investigation and Response	Cut off as instructed in the bureau/office manual If no unique cut-off exists, cut off when all actions related to the incident/investigation are completed and the matter closed Destroy 10 years after cut-off	Security and Protective Services Records - Security Violations Files - Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecutive determination, exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations	Not yet determined	GRS 18/24a	Destroy 5 years after close of case (NC1-GRS-81-8 item 1a)	Crosswalked to DRS Legal Bucket Final language not yet determined
General Law Enforcement Files	Cut off as instructed in the bureau/office records manual If no unique cut-off exists, cut off at end of fiscal year in which report or file is created Destroy 3 years after cut-off	Security and Protective Services Records - Security Violations Files - Security Violations Files All other files, exclusive of documents placed in official personnel folders	Not yet determined	GRS 18/24b	Destroy 2 years after completion of final action. (N1-GRS-98-2 item 31)	Crosswalked to DRS Legal Bucket Final language not yet determined

DAA-0048-2013-0008-0004 Executive Commission Records	Cut off records at the end of the Commission's meeting cycle Transfer to NARA 15 years after cut-off Records in electronic form must be pre-accessioned to NARA within 3 years of cut-off If a records officer determines that particular records in this category should be maintained at DOI longer than this period of time, an exception is permitted, but must be implemented as a documented standard and implemented consistently within the bureau	Records Created by Advisory Commissions, Committees, Councils, Boards and Other Groups Established under the Federal Advisory Committee Act (FACA) - Files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components	None	GRS 26/2a	Transfer to the National Archives on termination of the Commission Earlier periodic transfers are authorized for commissions operating for 3 years or longer (N1-GRS-07-5 item 2a)	Crosswalked to DRS Policy Bucket (DAA-0048-2013-0008)

V69	[GRS 1-20b, 1-21b] These have an event-based tngger, which would put you at risk for early destruction if you cutoff at creation of record	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V70	[GRS 1-23a1] Do not concur Records should not be retained longer than 1 year after acceptable performance period Suggest you discuss with your GC	Yes	Removed	Requires further investigation
V71	[GRS 1-24a-d] These have an event-based trigger, which would put you at risk for early destruction if you cutoff at creation of record	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V72	[GRS 1-25c1] This cutoff instruction using a trigger of end of FY in which the record is created may not provide for the adequate retention of these files as written	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V73	[GRS 1-25c2, 1-25e] DOI could be exposed to risk by extending the retention of these files Suggest you discuss with your GC	Yes	Moved to specific retention and add instructions for 1 and 2 yr	Requires further investigation
V74	[GRS 1-26a] This has an event-based trigger, which would put you at risk for early destruction if you cutoff at creation of record	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V75	[GRS 1-31] This has an event-based trigger, which would put you at risk for early destruction if you cutoff at creation of record	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V76	[GRS 1-32] Do not concur The proposed cutoff instructions are time-based not activity-based The retention penod would not be long enough for these records	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V77	[GRS 1-33a] The GRS retention is based on a unique cutoff related to an activity, which may last longer than the DOI retention of three years after creation	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V78	[GRS 1-33f, 1-33g] These GRS retentions are based on a unique cutoff related to an activity, which may last longer than the DOI retention of three years after creation	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V79	[GRS 1-35a, 1-35b2, 1-36a, 1-36c, 1-36d1, 1-36d2, 1-36e1a, 1-36e1b] These have an event-based trigger, which would put you at risk for early destruction if you cutoff at creation of record GRS 1-36a-e NOTES (1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by GRS 1, item 30b, which authorizes destruction of records between 4 and 7 yrs after the case is closed (2) Any records covered by items 36a-e that are relevant to litigationor disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s) N1-GRS-98-1 Notes 1 and 2 GRS1-30b NOTE OPM has determined that agencies may decide how long, within the range of 4 to 7 years, grievance and adverse action files need to be retained To implement this authority, each agency must select one fixed retention period between 4 and 7 years for the entire series of its closed cases (N1-GRS-92-1, item 30 Note)	Yes	Refer to cut-off issue Note 1-36a-e refers to an item that will be aligned with Bucket 4 (Legal) and is not included in this bucket However, schedule could benefit from this information and it will be added	Additional information
V80	[GRS 1-37, 1-38] These GRS retentions are based on a unique cutoff related to an activity, which may last longer than the DOI retention of three years after creation	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V81	[GRS 1-41] This has an event-based trigger, which would put you at risk for early destruction if you cutoff at creation of record	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue

V82	[GRS 1-42a] Are there annual agreement updates? Please verify with your program office	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V83	[GRS 2-18, 2-22a] These GRS retentions are based on a unique cutoff related to an activity, which may last longer than the DOI retention of three years after creation	Yes	Additional cutoff instructions added in crosswalk, 2-22a suggested for IT item (0010) instead	Cut-off issue
V84	[GRS 15-2a] This has an event-based trigger, which would put you at risk for early destruction if you cutoff at creation of record	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V85	[GRS 15-4, 15-5b, 15-6] These GRS retentions are based on a unique cutoff related to an activity, which may last longer than the DOI retention of three years after creation	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V86	[Disposition Instruction] Many GRS items have an event- based cutoff (e g after separation, is superseded, case is closed, etc) Having a FY based cutoff puts DOI at risk for early destruction	Yes*	Proposed new wording for cutoff to allow for exceptions to the default instructions Detailed in crosswalk and referenced in updated description/cutoff Many items not specifically called out by the GRS team have also been updated	Cut-off issue
1 2b Human Resources - Accountable (now "Long-term")				
V87	[GRS 1-23a3b, 1-23a4, 1-24a5, 1-23b2b] There could be a potential risk to your agency to keep these records longer Suggest discussing with your GC	Yes	Removed	Requires further investigation
V88	[GRS 1-23b] Do not concur How will you accommodate the need to retain the folders for SES appointees using this cutoff instruction?	Yes	Removed	Clarified via Valerie as a cut-off issue
V89	[GRS 1-23b4] There could be a potential risk to your agency to keep these records longer Suggest discussing with your GC	Yes	Removed	Requires further investigation
V90	[Cut off Instruction] Please provide some details on what constitutes "closed " The GRS spells out each trigger	Yes	Proposed new wording for cutoff to allow for exceptions to the default instructions Detailed in crosswalk and referenced in updated description/cutoff Many items not specifically called out by the GRS team have also been updated	
1 3a Financial and Acquisition Management - Routine				
V91	[GRS 3-3a1b] Procurement files under the simplified acquisition threshold end up in the DOI schedule as separate from those records "maintained for accountability " This is absolutely wrong The records covered by GRS 3 item 3a1b are accountable records There is also a problem with the retention The GRS retention is calculated form date of final payment, the DOI retention from date of creation Records run the risk of early destruction The GRS Team does not concur	Yes	Titles adjusted for this (and other) issues Specific guidance added in crosswalk Description updated	Cut-off issue
V92	[GRS 3-5b1] GRS retention is based on an event whose timeframe cannot be known It may easily not occur until long after 3 years past creation Records are at risk for early destruction The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V93	[GRS 3-9b] The GRS Team concurs only because it believes this GRS item is no longer reflective of contemporary work processes It is likely to disappear in a future rewrite of supply/inventory management records That said, the DOI retention, calculated from date of creation, is not a seamless match with the GRS retention, calculated from an event	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V94	[GRS 3-11, 3-12, 3-13] GRS retention is calculated from an event of an unknowable future date DOI retention is calculated from creation Records are at risk for early destruction The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V95	[GRS 3-15b] GRS retention is calculated from an event of an unknowable future date DOI retention is calculated from creation Records are at risk for early destruction The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue

V96	[GRS 3-18b] GRS retention is calculated from an event of an unknowable future date DOI retention is calculated from creation Records are at risk for early destruction The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V97	[GRS 4-3b] GRS retention is calculated from an event of an unknowable future date DOI retention is calculated from creation Records are at risk for early destruction The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V98	[GRS 6-2, 6-3a] GRS retention is calculated from an event of an unknowable future date DOI retention is calculated from creation Records are at risk for early destruction The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V99	[GRS 8-5] GRS retention is calculated from an event of an unknowable future date DOI retention is calculated from creation Records are at risk for early destruction The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V100	[GRS 9-4b] GRS retention is calculated from an event of an unknowable future date DOI retention is calculated from creation Records are at risk for early destruction The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V101	[Disposition Instruction] Many GRS items have an event- based cutoff (e g after separation, is superseded, case is closed, etc) Having a FY based cutoff puts DOI at risk for early destruction	Yes*	Proposed new wording for cutoff to allow for exceptions to the default instructions Detailed in crosswalk and referenced in updated description/cutoff Many items not specifically called out by the GRS team have also been updated	Cut-off issue
1 3b Financial and Acquisition Management - Accountable (now "Long-term")				
V102	[GRS 3-1a] The GRS Team cannot concur in this, pending review of how the 10-year retention was originally established This is an item whose SF-115 authority has not be located Until we know the reasons behind the 10-year retention (and it will not be in our Team work plan for another year or two at least), we are unable to concur in DOI's proposed reduction	Uncertain	Removed until a proper determination can be made about the retention of this item	Requires further investigation
V103	[GRS 6-6a2] These items will be rescinded as part of the new GRS for financial management records, so the GRS Team offers neither concurrence nor denial of concurrence	-	Removed to match proposed GRS	Removed
V104	[GRS 6-10b2a] 10-year retention is required by 31 CFR 903 The GRS Team does not concur.	Yes*	Initial review of 31 CFR 903 does not reveal any retention times listed for the records identified here Withdrawn until we can confirm presence of absence of statute	Requires further investigation
V105	[GRS 6-10b2b] GRS retention is calculated from an event of an unknowable future date DOI retention is calculated from end of fiscal year Records are at risk for early destruction The GRS Team does not concur	Yes	Moved to specific-length item for more appropriate handling	Cut-off issue
V106	[GRS 6-10c] GRS retention is calculated from an event of an unknowable future date DOI retention is calculated from end of fiscal year Records are at risk for early destruction The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V107	[GRS 6-11b] GRS retention is calculated from an event of an unknowable future date DOI retention is calculated from end of fiscal year Records are at risk for early destruction The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Investigation necessary GRS refers to other items May be erroneously included
V108	[Cut off Instruction] Please provide some details on what constitutes "closed " The GRS spells out each trigger	Yes*	Proposed new wording for cutoff to allow for exceptions to the default instructions Detailed in crosswalk and referenced in updated description/cutoff Many items not specifically called out by the GRS team have also been updated	Cut-off issue
1 4 Information Technology				

V109	[GRS 20-8a, GRS 20-8b] Do not concur The cut off instruction as proposed does not meet the activity-based based instruction requirement	Yes	Additional cutoff instructions added in crosswalk	
V110	[GRS 24-4a1, 24-4a2] Concur However, a word of caution because it is not recommended to keep system back ups longer than when the next full backup occurs	-	Additional cutoff instructions added in crosswalk	No response necessary
V111	[GRS 24-7] Do not concur This cut off instruction is time-based whereas the trigger for this disposition instruction is dependent on 'necessary follow-up actions ' being completed	Yes	Additional cutoff instructions added in crosswalk	
V112	[GRS 20-11a1] Concur In the draft GRS out for government-wide review, we have proposed 5 years retention for these files However, 3 years would work	-	No action necessary	No response necessary
V113	[GRS 27-2] Concur The current cut off for this item is based on the development of a new enterprise architecture and is not time-based However, you might want to confirm new iterations come out annually, because if so, this will most likely work We just haven't looked at this in detail yet	-	Additional cutoff instructions added in crosswalk	No response necessary
V114	[GRS 27-6] Concur Note Official agency policy records generated by the CIO are not covered by this item They are considered agency policy and issuance records and are scheduled elsewhere (N1-GRS-04-4 item 6 Note)	-	No action necessary	No response necessary
V115	[Cut off Instruction] Many GRS items have an event- based cutoff (e g after separation, is superseded, case is closed, etc) Having a FY based cutoff puts DOI at risk for early destruction	Yes	Proposed new wording for cutoff to allow for exceptions to the default instructions Detailed in crosswalk and referenced in updated description/cutoff Many items not specifically called out by the GRS team have also been updated	
NEW as of 11/19/2013				
1	GRS 1-7c(2) We found GRS 1-7c (2) cited for two different items Routine Files - DAA-0048-2013-0001-0003, Survey Files- Inspection, audit, and survey files and Records of Specific Temporary Value - DAA-0048-2013-0001-0015, Survey Files, Inspection, audit, and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations We do not think that these records should appear under DAA-0048-2013-0001-0015 at all because they are survey files specifically related to Position Classification They would not appear to fit under Financial and Acquisition Management	Yes	**[Per Valerie] Remove the schedule and crosswalk citation for DAA-0048-2013-0001-0015, keep the other citation DAA-0048-2013-0001-0003.** Concur Change implemented	Error correction
2	We also have an issue with how the crosswalk completely leaves out any connection this item has with Position Classification files The description in the crosswalk could apply to any number of other survey files related to inspection, audit, etc that are not specific to Position Classification This is a problem that needs to be fixed We recommend that DOI go through their crosswalk to ensure that they have incorporated all descriptive levels for GRS items in their crosswalk and mapped items accordingly	Yes	**[Per Valerie] Revise the crosswalk item title to "Position Classification Surveys."** Concur Change implemented	Re-title
3	GRS 14-22a, GRS 14-22b, GRS 14-22c, GRS 14-23 These items' current retention is tied (in part) to some future action or event of unknowable date In addition, all are either/or options defaulting to "whichever is later " All are crosswalked to an item with a specific destruction date The proposed manual instruction stating that records cannot be destroyed until some future action or event has occurred is not sufficient to protect such records These items' current retention statements should stand However, new GRS 4 2 is on the horizon it covers these records with a blanket 4-year retention	No	**[Per Valerie] Remove items from schedule and crosswalk. Use the new GRS item instea. It should be easy to map a 4 year retention in ERDMS once the GRS schedule is approved.** Explanation given to GRS team, subsequent discussion resulted in concurrence Items can remain mapped to 7 year retention	Requires discussion with NARA

4	GRS 6-9 While we concur with this retention, we note that the crosswalk fails to mention that all the GRS item is supposed to cover is telegrams that justify a telegram invoice The simple title "Telegrams" conveys a very different idea	Yes	**[Per Valerie] Change the title in the crosswalk to "Telegrams Filed in Support of Telegraph Bills." Also are you actively creating this record? If not, I would note that in the crosswalk, and well as any other possibly defunct record items. I know that this is a day-forward schedule, but in the unlikely event that you stumble upon these records, you will have a schedule item to use.** Concur Note not added on account of reports that these records are still being created	Re-title
5	GRS 14-36a, GRS 14-36b We have it on good authority that the way agencies file these records now is with the erroneously released records on the grounds that it is necessary to retain all record of an erroneous release until those records are destroyed New GRS 4 2 calls for these records to be retained until the erroneously released records are destroyed We cannot concur with mapping them to a 7-year destruction	Partial	**[Per Valerie] Remove items from the crosswalk. Use the GRS instead.** New feedback from the DOI Privacy office indicates that these records are still being handled in this way in some cases, and that the GRS items should remain in the crosswalk Textual clarification has been added	Move to different retention
6	It appears that a number of lines we did not concur with in the original draft have been removed completely from the crosswalk While we understand that may have been the most expeditious way of handling those items, we are concerned that users may assume that certain GRS items would fall under a bucket and would erroneously apply that bucket to destroy records Not knowing how DOI intends to deal with this implementation issue, we do have some concerns that it is not clear that certain GRS items are not included in these buckets How is DOI going to clarify that these records are not included in the buckets, especially if the records logically fit into the bucket?	Yes	**[Per Valerie] In the ERA background section after your notes on BIA, OST, and OHA Records, I would also include a note that states that while this schedule does supersede a large swath of GRS items, some items will remain under the GRS per government statutes and regulations Then under that note list the applicable GRS items not being superseded (like you did for the exceptions list).** Concur, note and extensive list added	Add note
N/A	[Not a feedback item] ERA appears to have renumbered the entire schedule Are prior references obsolete and need to be updated	N/A	References in the crosswalk and descriptions have been updated Renumbering is an overall improvement, as the schedule now ascends 0001-0016 from Routine Admin to Long-term IT	
NEW as of 1/31/2014				
C1	(GRS 11-4b) This item is not listed on the crosswalk	Yes	Item is correctly listed in 0003 (Admin Specific Temporary Value) on the crosswalk It is incorrectly listed under Admin 3 in the ERA version This will be fixed	ERA Correction
C2	(GRS 16-2a) Does this include both sub-items 1 and 2? Need to specify	Yes	GRS 16-2a1 should be listed for Admin 3, GRS 16-2a2 is listed for Admin 7	ERA and Word Correction
C3	(Admin 3) GRS 18-22 is listed on the crosswalk, but is not on this list	Yes	GRS 18-22a specifically will be added	ERA and Word Correction
C4	(GRS 23-8) This item is not on the crosswalk Please verify	Yes	GRS 23-8 is listed under Admin Specific Temporary Value, as intended with GRS Team's proposed draft It must be removed from Admin 3	ERA Correction
C5	(OS Item 1104) Incorrect citation from schedule	No	Citation N1-048-08-06, Item 1104, is correct Will send signed schedule to verify	Send documentation
C6	(OS Item 1209 3) Incorrect citation Do you mean 1210 2?	Yes	Item should be 1210 2, 1209 3 must be added to Admin STV (as is shown in crosswalk)	ERA Correction
C7	(OS 6300's) Incorrect item numbers per the schedule, which is the 7100 chapter	Yes	Will correct to 7100	ERA Correction
C8	(Admin 3) You are missing N1-48-09-6, items 7554 4 and 7554 9, N1-48-8-20, N1-48-09-04, N1-48-07-3i, and N1-57-08-01, 101-04b2 from this list	Yes	Missing items will be added	ERA Correction
C9	(Admin 7) Need to add to this list N1-48-06-2, item 3701 6b, N1-48-09-09, items 7504 1 and 7504 2, N1-48-09-13, item 3151, N1-48-08-6, item 1101 2, N1-048-08-22, items 1202, 1203, 1207 1, 1207 2, and 1215	Yes	Missing items will be added	ERA Correction

C10	(OS 1219) Do you mean 1209 4?	Yes	Should be 1209 4 (among others), 1219 is in Finance 7 (correctly)	ERA Correction
C11	(OS 1220) Do you mean 1221 1?	Yes	Should be 1221 1, 1220 is in Finance 7 (correctly)	ERA Correction
C12	(OS 6300's) These items numbers are incorrect This schedule references the 7100 chapter	Yes	Will correct to 7100	ERA Correction
C13	(OS 6300's) Missing 7101 7, 7103 5, 7103 1, and 7104 10 from this list	Yes	Missing items will be added Exception 7103 1 should not be filed here	ERA Correction
C14	(DAA-0048-2012-0001) Either wrong schedule or item number This is only a 4 item schedule Please verify	Yes	Should be DAA-0048-2011-0001	Crosswalk and ERA Correction
C15	(ADM-2 00) Why the proposed change from permanent to temporary? Are these records low-level or captured in higher reports? I will need this information for my appraisal	Yes	NARA assessment appears correct Added description to crosswalk These records seem more appropriate for the Policy Bucket - Controls and Oversight BOR has confirmed the change	Crosswalk and ERA Correction
C16	(Admin STV) Missing the citation for GRS 10-2a	Yes	Citation will be added	ERA Correction
C17	(GRS 17-6) This item refers to Space Assignment Plans, where the crosswalk refers to Paint and Plans Sample Which one do you mean? Please verify and update	Yes	Should be Space Assignment Plans, crosswalk has been updated to match Other GRS 17 items have also been added, as appropriate	Word, Crosswalk, and ERA corrections needed
C18	(Admin STV) Missing GRS 18-19a, which is on the crosswalk	Yes	It is also present in Word Will add to ERA	ERA Correction
C19	(Admin STV) Missing N1-48-08-22, item 1209 3, N1-48-09-3, N1-22-05-1, item 155b ADMI 665, N1-57-08-6, item 904-10, N1-115-94-8, item PRJ-20 00 from this superseded list Please add	Yes	Missing items will be added	ERA Correction
C20	(Admin STV) Crosswalk has a different retention Need to be consistent	Yes	ERA has correct retention, crosswalk updated to match	Crosswalk correction
C21	(GAO Concurrence) This is required, per exception from the list for GRS 10-2a	Yes	Request for GAO concurrence has been resubmitted with additions/changes noted	Resubmit request
C22	(HR 3) GRS 1-5 is on the crosswalk, but not on this list, please verify	Yes	[Note Item was added by FWS] Will add it correctly with the other GRS 1 items	Word, Crosswalk, and ERA corrections needed
C23	(GRS 1-17b) Do you mean GRS 1-17b1	Yes	Yes, as is listed on crosswalk ERA will be updated	ERA and Word Correction
C24	(GRS 1-17c) This item is not on the crosswalk	Yes	GRS 1-17c is (correctly) listed under HR STV, both in ERA and the crosswalk It will be removed from HR 3	ERA Correction
C25	(Bureau 1/42a and 1/42b) These items do not exist? Please verify?	Yes	Should only be 1/41a and 1/41b	ERA Correction
C26	(Bureau 415-01d) The correct citation is 415-01d2	Yes	Concur, ERA and crosswalk will be updated accordingly	Crosswalk and ERA Correction
C27	(HR STV) Crosswalk has a different retention Need to be consistent	Yes	ERA has correct retention, crosswalk updated to match	Crosswalk correction
C28	(GAO Concurrence) GAO concurrence is required	Yes	Request for GAO concurrence has been resubmitted with additions/changes noted	Resubmit request
C29	(GRS 9-5a) Need to add to crosswalk	Yes	Item should be removed from Finance 3, it is correctly present under Finance STV on the crosswalk and in ERA Word version also requires correction	ERA and Word Correction
C30	(Bureau N1-49-90-1, 4/5b, 4/5c) These items are on the crosswalk, under item 0012 Please verify and correct	Yes	Verified They belong under this item, will remove from Finance 3	ERA Correction
C31	(Bureau PRJ-20 00) Need to add to crosswalk	Yes	Item should be removed from Finance 3, it is correctly present under Finance STV on the crosswalk Will be added to ERA as well	ERA Correction
C32	(Bureau 09 CONT-410) Is this citation for sub-items a and b?	Yes	Items a and b have been broken out Additionally, item a is believed to be appropriate for Finance 7 instead of Finance 3, and has been moved Item b is appropriate for Finance STV	Crosswalk and ERA Correction

C33	(GRS 3-1a) This item is not on the crosswalk	Yes	GRS 3-1a is not being superseded and should be removed from ERA	ERA Correction
C34	(Bureau 80 BUDG-312) Does this include sub-items a and b?	Yes	Subitems a and b have been broken out Item b has been moved to Finance 3	Crosswalk and ERA Correction
C35	(Finance STV) Need to add to superseded list N1-49-90-1, items 4/5b and 4/5c	Yes	Missing items will be added	ERA Correction
C36	(Finance STV) Crosswalk has a different retention Need to be consistent	Yes	ERA has correct retention, crosswalk updated to match	Crosswalk correction
C37	(GAO Concurrence) GAO concurrence is required	Yes	Request for GAO concurrence has been resubmitted with additions/changes noted	Resubmit request
C38	(OS 3100's) Incorrect item numbers per the schedule	Yes	Will correct numbers Most of these should be using N1-048-10-01 numbers, which are radically different	ERA Correction
C39	(OS 6300's) Incorrect item numbers per the schedule	Yes	Will correct to 7100	ERA Correction
C40	(Bureau 12/9b) I was not able to locate this item? Please verify	Yes	Should only be 12/3b	Crosswalk and ERA Correction
C41	(System Maint&Use) Need to add to superseded list N1-57-08-01, 413-01a and 413-01c1	Yes	Missing items will be added	ERA Correction
C42	(GAO Concurrence) GAO concurrence is required	Yes	Addition of GRS 2-22a requires this, it has GAO concurrence for 3 yrs and may remain ERA will be updated	ERA Correction
C43	(System Documentation) How are you accounting for permanent system documentation, per GRS 20, item 11 a 2? I would suggest adding a note or including the item in the list of remaining GRS	Yes	Both suggestions have merit, a note will be added and the item referenced in 'not superseded' list	Word and ERA corrections needed
C44	(Bureau 12/9a) This item does not exist?	Yes	Should only be 12/3a	Crosswalk and ERA Correction
C45	(OS 6300 item) Incorrect item number, per the schedule	Yes	Will correct to 7100	ERA Correction
C46	(OS 3100 items) Incorrect item numbers	Yes	Will correct numbers Most of these should be using N1-048-10-01 numbers	ERA Correction
NEW as of 3/6/2014				
General	Overall, the crosswalk needs to reflect the exact title of the proposed schedule item Sorry to be a stickler, but the crosswalk needs to be pristine	Yes	Crosswalk titles are abbreviated (e g , "HR" instead of "Human Resources") Will amend	Corrected in crosswalk, description, and ERA
General	I would also recommend merging item 0014 into item 0015, per our email discussion	Yes	We see no reason to have them separate at this point They will be combined	Corrected in crosswalk, description, and ERA
D1	[Item 0001] 1 N1-048-10-04, item 1221 2 is not a valid approved authority Item needs to be removed from the schedule and crosswalk	Yes	1221 2 is actually a GRS reference and should be removed	Corrected in the crosswalk and ERA
D2	[Item 0001] 2 N1-079-08-08, item 9C should be item 9D This item is also listed twice on the crosswalk under 0001 and 0013 Which item does it belong to?	Partially	It should indeed be 9D Item is listed in both places because the crosswalked item covers a broad range of records that would fit into both Administrative and Information Technology The agency will have to split the records classified under it	Fixed in crosswalk and ERA Confirmed with NARA
D3	[Item 0002] 3 For items N1-473-12-1 and N1-589-12-1, the correct citation is 1G1	No	In the BSEE schedule N1-473-12-01 (BOEM not available on NARA's site), item 1G is listed as a distinct retention from 1G1 and 1G2 (7 yrs vs 10 yrs and Permanent) If NARA has conflicting documentation, please share	No change required Confirmed with NARA
D4	[Item 0005] 4 For item N1-115-94-3, remove item PER-14 00 This item has been superseded by N1-115-07-01, item PER-14 00 This also begs the larger question is the schedule and crosswalk reflecting the most current schedules? You will need to verify that if something has been superseded, then it does not appear on the crosswalk or schedule	Partial	N1-115-94-3, PER-14 00 was removed in favor of N1-115-07-01, PER-14 00, as noted on the crosswalk However, analyzing this issue shows that both items utilize GRS retentions and are unnecessary to include It will be removed	Corrected in the crosswalk and ERA
D5	[Item 0005] 5 For item N1-115-07-01, add item ADM-25 10 to the schedule	Yes	Identified in crosswalk Will be added to ERA	Corrected in ERA

D6	[Item 0010] 6 For item N1-057-08-02, 703-16a, the retention period is not stated on the crosswalk	Yes	Corrected As a result, item moved to 0011	Corrected in the crosswalk and ERA
D7	[Item 0011] 7 Just curious, why is N1-057-08-06, item 1002-03 allotted to this bucket? I would think that the long-term admin item would be a better fit?	Yes	Agreed Item moved to 0002	Corrected in the crosswalk and ERA
D8	[Item 0013] 8 N1-115-94-1, item IRM-6 00 has the wrong title and retention on the crosswalk (should be Computer Operations and Maintenance, Temporary 10 years)	Yes	Corrected Investigating how incorrect information was received from bureau A numbering error was suspected, but does not appear to be involved	Crosswalk corrected
D9	[Item 0016] 9. N1-048-10-01, item 6 2 2 appears to be a 10 year record Please update the crosswalk	Yes	Corrected Item will be removed, as all identified records are eligible for destruction and no new records will be created	Corrected in the crosswalk and ERA
D10	[Item 0016] 10 N1-115-94-1, items IRM-3 00, IRM-4 00, and IRM-5 00 appear to also be 10 year records Please update the crosswalk	Yes	This appears to be accurate, corrected	Crosswalk corrected
NEW as of 5/13/2014				
E1	We inadvertently looked at issue V7 and have some concerns about inclusion of existing GRS 26 items in this crosswalk given proposed changes to this schedule GRS 6 2, the new GRS for FACA committee records is currently out for initial review and we have proposed some rather significant changes that could affect DOI Among them, committee records for committees whose only role is peer review for grants are now all temporary We have also proposed changes to the retentions of routine committee records and reporting records (formerly Committee Management Records, GRS 26/4) Reporting records are proposed for a 1 year retention, so the 6 years in the current crosswalk would no longer be necessary Also, GRS 26/3 is going to be rescinded because the records don't really exist Over all, due to the changes we expect related to GRS 26 and the amount of revisions DOI will likely have to do to their crosswalk when the new schedule is issued next spring, we believe it would be in their best interest to wait to add the temporary FACA committee records into their crosswalk until after the new schedule is issued We also are not concurring on the temporary FACA committee records series because we do not see the reference to permanent FACA committee records in the schedule anywhere **VST: This is mostly a FYI comment to alert you that the crosswalk will need to be updated with the new revisions in the future**	Yes	We concur with Valerie's assessment The GRS Team's concerns do not seem applicable at this time except as a caution for our revision in the future No action necessary at this time	No action required
E2	GRS 16-14f The note after GRS 16-14f2 has indeed been added to item 0002 (telling the user that internal review records are scheduled under item 0001) but these records are not described in 0001 itself **VST: Please confirm that GRS 16-14f1 and 14-f2 are covered under the Legal Schedule. Please make revisions to the note in the item 0002 description that internal review records are covered under the Legal Schedule DAA-0048...**	Yes	Both items have been moved to the Legal Schedule and submitted under the Audits item They will be removed from the Administrative Schedule	Correct description, crosswalk, and ERA
E3	GRS 14-23 and Issue V60 GRS 14-36a These records do not belong in a bucket item Their retention is necessarily linked to the retention of the disclosed record This unique retention is in direct opposition to the terms of the bucket item in which these records are placed **VST: Remove GRS 14-23, GRS 14-36a, GRS 14-36b from the schedule and crosswalk.**	Yes	GRS 14-23 and 14-36a will be removed and not superseded GRS 14-36b will remain, per successive talks with NARA regarding its necessity	Correct description, crosswalk, and ERA
E4	GRS 1-25c2, 1-25e We do not understand the revision here The schedule item says to destroy when no longer needed That is very different from what is in the GRS and from the resolution noted in the spreadsheet **VST: Remap these items to item 0004 in the schedule.**	Yes	We will move these back to Item 0004, as we originally proposed	Correct description, crosswalk, and ERA

E5	All records in both items are "Routine"--nothing more so in the Federal government The length of time the records are kept is not in any way linked to one category being "routine" and the other not routine The word "routine" is not a useful descriptor **VST: Revise items 0001, 0004, 0010, and Information Technology titles from "Routine" to "Short Term"**	Yes	While 'short-term' strikes us as an even less useful descriptor, we will concur and retitle all 'routine' items as 'short-term'	Correct description, crosswalk, and ERA
E6	Position Classification Surveys We just want to note that according to OPM these records no longer exist, so unless DOI knows or suspects they have these records, they may want to consider removing them from the crosswalk **VST: Make a note that this series in defunct on the crosswalk.**	Yes	We will note that this series is defunct	Correct crosswalk

V57	[GRS 14-31a3a] No problem with the retention period, but the GRS Team cannot concur until the words "Mandatory Declassification Review" are inserted somewhere in the description of item 1 At present, creators of these records have no way of knowing that these important records are covered by DOE Overview for 0001 and 0002	Yes	Mandatory Review for Declassification Appeals and Control files added to 0002 description	Additional information
V58-V59	[GRS 14-32a, 14-33b] The GRS Team cannot concur until the words "Mandatory Declassification Review" are inserted somewhere in the description of item 1, and there is a clear indication that final determination by the agency is how a case is closed	Yes	Mandatory Review for Declassification Appeals and Control files added to 0002 description	Additional information
V60	[GRS 14-36a] GRS retention is linked to the retention period of the files inadvertently released to the wrong person The DOI retention of 7 years after the record is erroneously released denies the purpose of the original GRS retention The GRS Team cannot concur	Yes	Instructions added for cutoff and handling in crosswalk	Revision necessary
V61	[GRS 14-36b] The GRS Team concurs despite the fact that its draft for these records in a new GRS (not yet completed and published) recognizes that agencies no longer create and hold these records the way the current GRS describes The new GRS will state that all record of erroneous release of a file be retained with that file for the duration of that file's life In other words, retention will not be linked to the year of the erroneous disclosure but rather the original disopsal date of the erroneously-released file The GRS Team's concurrence is based on the fact that the DOI item does comply with the letter of the current GRS item	-	Cut-off instructions added Acknowledged that item instructions may become obsolete	No response necessary, optional investigation
V62	[GRS 16-14f1] The cutoff in the GRS is at the end of the records lifecycle, whereas the cutoff proposed by DOI is at the beginning This could possibly result in a reduction in retention from the GRS that the GRS Team cannot at this time support The GRS Team will concur if DOI can confirm that corrective actions are always completed within 2 years of the close of the fiscal year in which the records are created	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V63	[GRS 18-5a] The GRS Team cannot concur until necessary information about how to tell that these records are cut off ("after documents shown on forms are downgraded, transferred, or destroyed") has been restored to the DOI schedule Perhaps this particular series, with its unique cut-off, does not fit gracefully into a bucket?	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V64	[GRS 21-2] The GRS instruction indicates a minimum 5 year retention, but recors may need to be kept longer if they are still active (in other words, they have not yet been superseded or become obsolete) The GRS Team can concur if DOI can verify that all records will become superseded or obsolete within 7 years of their proposed cutoff	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V65	[Disposition Instructions] Please provide some details on what constitutes "closed " The GRS spells out each trigger	Yes*	Proposed new wording for cutoff to allow for exceptions to the default instructions Detailed in crosswalk and referenced in updated description/cutoff Many items not specifically called out by the GRS team have also been updated	Cut-off issue
1 2a Human Resources - Routine				
V66	[GRS 1-2b] The retention for SRC's to 1972 may be changing	-	No action suggested Acknowledged that item instruction may become obsolete Refer to V61	No response necessary
V67	[GRS 1-7b, 1-7c1, 1-7c2, 1-7d1, 1-7d2, 1-9, 1-10b] These all have an event-based trigger, which would put you at risk for early destruction if you cutoff at creation of record	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V68	[GRS 1-18a] The proposed cutoff instructions may not meet a business need to keep documentation longer than 3 years Please confirm with your supervisors	Yes	Proposed for new specific-duration item	Cut-off issue

V48	[GRS 14-11a3a] Retention period is acceptable, but everything that tells a user how to distinguish these records from the FOIA records covered by item 0001 is gone A user cannot tell which FOIA case files can be destroyed in 3 years vs those that must be retained for 7 years without checking out the details in the superseded GRS items The GRS Team cannot concur until specific language providing this necessary information is inserted into the DOI draft schedule	Yes	Criteria added	Additional information
V49	[GRS 14-12a] Same issue as above Retention period is acceptable, but everything that tells a user how to distinguish these records from the FOIA records covered by item 0001 is gone A user cannot tell which FOIA case files can be destroyed in 3 years vs those that must be retained for 7 years without checking out the details in the superseded GRS items The GRS Team cannot concur until specific language providing this necessary information is inserted into the DOI draft schedule	Yes	Criteria added	Additional information
V50	[GRS 14-13b] DOI retention does not give the user indication of what closes a file In this instance, closure is linked to final action by the agency or final adjudication by the court Without this vital information, how is a user supposed to know when these records are truly closed and the clock eligible to start ticking? The GRS Team cannot concur.	Yes	Additional cutoff instructions added in crosswalk	
V51	[GRS 14-21a] Retention period is acceptable, but everything that tells a user how to distinguish these records from the Privacy Act records covered by item 0001 is gone A user cannot tell which case files can be destroyed in 3 years vs those that must be retained for 7 years without seeking details from superseded GRS items The GRS Team cannot concur until specific language providing this necessary information is inserted into the DOI draft schedule	Yes	Criteria added	Additional information
V52	[GRS 14-22a] Same issue as above Retention period is acceptable, but everything that tells a user how to distinguish these records from the Privacy Act records covered by item 0001 is gone A user cannot tell which case files can be destroyed in 3 years vs those that must be retained for 7 years without seeking details from superseded GRS items The GRS Team cannot concur until specific language providing this necessary information is inserted into the DOI draft schedule	Yes	Criteria added	Additional information
V53	[GRS 14-22b] GRS is specific as to how a user can be sure a file is closed The DOI schedule lacks any information about these signposts giving assurance that a file is truly closed The GRS Team cannot concur in this item until the draft DOI schedule inserts language to assist the user in knowing what qualifies as a closed record	Yes	Instructions added for cutoff and handling in crosswalk	
V54	[GRS 14-22c] GRS is specific as to toggles that make it clear a file is closed The DOI schedule lacks any information about these signposts that give the user assurance that a file is truly closed The GRS Team cannot concur in this item until the draft DOI schedule inserts language to assist the user in knowing what qualifies as a closed record	Yes	Instructions added for cutoff and handling in crosswalk	
V55	[GRS 14-23] GRS retention is linked to the retention period of the files containing privacy information and disclosed for whatever reason In short, all record of a file ever being released is supposed to survive as long as the record itself This is not guaranteed by the DOI retention of 7 years after the record of the disclosure activity is completed The GRS Team cannot concur	Yes*	Instructions added for cutoff and handling in crosswalk	Revision necessary
V56	[GRS 14-24b] DOI retention does not give the user indication of what closes a file In this instance, closure is linked to final action by the agency or final adjudication by the court Without this vital information, how is a user supposed to know when these records are truly closed and the clock eligible to start ticking? The GRS Team cannot concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue

Issue #	Text of Issue	Concur?	Resolution	Summary
Schedule Overview				
V1	Specify that this schedule is to be implemented on a day-forward basis upon approval of the schedule	Yes	Clarified in General Overview ("Methodology")	Missing information
V2	Specify that all FRC, Annual Move, and Direct Offer interactions with NARA will continue to be broken out according to the assigned Record Group number for the creating agency The underlying authority for each interaction will be the approved DRS authority	Yes	Clarified in General Overview ("Methodology")	Missing information
Administration 1 1a - Routine Files				
V3	[Administration Description] The GRS Team found this description to be hard to follow and not comprehensive enough For example, where would one find the schedule for declassification records, and would it be a 3 or 7 year record? The description needs to encompass all the admin functions that are day to day and are included on the crosswalk Perhaps different titles for the sub-items would help clarify too?	Yes	Description is revised Descriptions for long-term admin files have been revised Many other descriptions are also revised, adding specific information and clarity	Revision necessary
V4-V6	You will need to cite the last four digits of the DAA item number	Yes	Error Corrected with proper citations	Correction
V7	This implies that all records created and maintained by temporary commissions/boards/committees should be considered temporary administrative materials unless they are covered by the Presidential Records Act However the crosswalk only lists GRS 26/2B, GRS 26/3, and GRS 26/4 as superseded schedule items It does not indicate that the schedule supersedes either the temporary item for internal agency committees (GRS 26/1) or the permanent item for historically valuable records of the FACA committees (GRS 26/2A) Please update the crosswalk to include GRS 26/1 and please update the Administration section description to indicate that the permanently valuable records of FACA committees are scheduled under the Policy (?) Bucket	Partial	GRS 26-1a is proposed as a specific-length admin record GRS 26-1b requires case-by-case analysis, commissions appropriate for this category will be identified in the appropriate Mission items, in the Mission Bucket Administration description are revised to address FACA and the Policy Bucket	Mixed
V8	Have you considered the potential financial impact of retaining some of these records for 1-2 years beyond what is in the GRS? (Storage fees, etc) There could also be legal implications to extending retentions Have you received concurrence from your GC on any extended retentions? Please confirm or deny that this schedule is to be implemented day forward upon approval of the schedule, and thus will not affect current FRC holdings?	N/A	No resolution necessary 1 and 2 are internal concerns and have already been determined at the Department level, and item 3 is already addressed in V1	Requests confirmation
V9	[GRS 12-2e] Please justify how you can destroy these records prior to expiration or cancellation of the agreement Proposed disposition is to destroy the records 3 years after creation The agreement could still be in effect at that time The GRS Team cannot concur with the proposed instruction until justification for destruction is provided	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V10	[GRS 12-6g] You are proposing to destroy records based on date of creation, but some of these records (directives/guides) may still be in effect after three years, which is why the GRS instruction includes to destroy when superseded or obsolete The proposed disposition instruction will not work for these records The GRS Team cannot concur with the proposal	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue

V11	[GRS 12-8] The cutoff in the GRS is completion of investigation The cutoff proposed by DOI is the end of the FY in which the record was created If an investigation lasts longer than the end of the FY in which it is started, DOI would be destroying records sooner than allowed in the GRS DOI needs to provide evidence that all related investigations are completed within the Fiscal Year in which they are started or that their General Counsel's office accepts the proposed retention for these records as there could be legal implications to destroying records sooner than allowed by the GRS Provided one of these conditions is met, the GRS Team will concur with the proposed instruction	Yes	Additional cutoff instructions added in crosswalk	Cut off issue
V12	[GRS 13-2a] The cutoff in the GRS is completion of the job The cutoff proposed by DOI is the end of the FY in which the record was created If the job lasts longer than three years after it is started, DOI could potentially be destroying records while they still are in use DOI needs to verify that these jobs do not last more than three years If job completion is always within 3 years from the start, the GRS Team has no issue with the change in retention	Yes	Additional cutoff instructions added in crosswalk	Mixed, technically citing cut-off issue, but may not be a relevant concern
V13	[GRS 13-3] Concur The GRS Team is okay with this instruction because it is unlikely that records are still maintained in a paper register We advise that DOI make sure that the proposed retention is implementable on these records	-	No response requested Feedback is unclear Proposed schedule is media neutral	No response necessary
V14	[GRS 14-4] GRS destruction date is based on completion of the related project There is no guarantee that this will be within 3 years of the records' creation DOI proposed retention may result in records being destroyed while they are still active	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V15	[GRS 14-11a1] There is a potential--if slight--problem with the DOI proposed cutoff that starts the retention clock ticking at record creation Is DOI ready to assure that every FOIA request that ultimately grants access to all records, upon being logged, will be fully responded to within one year? If not, records may be destroyed before the GRS retention The GRS Team will concur upon statement from DOI that it does indeed complete processing of FOIA requests within one year of receipt	Yes	Additional cutoff instructions added in crosswalk	Requests confirmation
V16	[GRS 14-11a2a] Same issue as above There is a potential--if slight--problem with the DOI proposed cutoff that starts the retention clock ticking at record creation Is DOI ready to assure that every FOIA request that is ultimately not completed, upon being logged, will have reached the conclusion it is unfillable within one year? If not, records may be destroyed before the GRS retention The GRS Team will concur upon statement from DOI that it does indeed complete processing of FOIA requests within one year of receipt	Yes	Additional cutoff instructions added in crosswalk	Requests confirmation
V17	[GRS 14-21a1, 14-21a2a] There is a potential--if slight--problem with the DOI proposed cutoff that starts the retention clock ticking at record creation Is DOI ready to assure that every FOIA request that ultimately grants access to all records, upon being logged, will be fully responded to within one year? If not, records may be destroyed before the GRS	Yes	Additional cutoff instructions added in crosswalk	Requests confirmation

V18	[GRS 14-31a1] There is a potential--if slight--problem with the DOI proposed cutoff that starts the retention clock ticking at record creation Will every request that ultimately grants access to all records be fully responded to within one year? If not, records may be destroyed before the GRS retention But the greater issue is that the DOI schedule never once mentions Mandatory Declassification Review This leads the GRS Team to wonder how a user will ever know where to file its MDR cases without following the bread-crumb trail through the crosswalk back to the original GRS which this proposes to superseded The GRS Team will concur upon statement from DOI that it does indeed complete processing of MDR requests within one year of receipt and upon the descriptive text of item 0001 including some mention of MDR	Yes	Response time issue resolved through crosswalk instructions Mandatory Review for Declassification Requests added to description	Mixed, requests confirmation Also cites missing information Additional item for V3
V19	[GRS 14-31a2a] Same issues as above There is a potential--if slight--problem with the DOI proposed cutoff that starts the retention clock ticking at record creation Will every request that is ultimately rejected be fully responded to within one year? If not, records may be destroyed before the GRS retention The GRS Team will concur upon statement from DOI that it does indeed complete processing of MDR requests within one year of receipt and reference in the series description to MDR as a body of records created by a work process	Yes	Response time issue resolved through crosswalk instructions Mandatory Review for Declassification Requests added to description	Mixed, requests confirmation Also cites missing information Additional item for V3
V20	[GRS 16-2a] Do not concur This cut off instruction does not work very well for the records described because the agency could very well have a business need for SF-135s 3 years after the creation of the SF-135	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V21	[GRS 16-5] The cutoff in the GRS is based on the close of the project, but the proposed DOI cutoff is the start of the project This means that any project lasting more than 3 years would be disposable prior to it's completion DOI needs to verify that this disposition instruction actually meets their needs Otherwise, the GRS Team has no issue with the potential reduction in retention	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V22	[GRS 16-6] The cutoff in the GRS is based on when the report is discontinued, but the proposed DOI cutoff is when the record is created This could lead to records being destroyed while they are still needed for business use The GRS Team cannot at this time concur with a the potential reduction in retention of these records that could occur with DOI's proposed instruction as we have not yet researched retention requirements for these records	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V23	[GRS 16-14a] The cutoff in the GRS is when the records are superseded, but the proposed DOI cutoff is when the record is created Any of these records could continue to be in use beyond 3 years DOI needs to verify that this instruction will actually meet their business needs The GRS Team has no problem with DOI establishing a more specific retention if it meets their business needs	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V24	[GRS 16-14b] The cutoff in the GRS is when the records are superseded, but the proposed DOI cutoff is when the record is created DOI's note suggests that their retention extends the GRS retention, but that is only if a plan is in effect for less than three years DOI needs to verify that these plans do in fact remain in effect for 3 years or less before the GRS Team can concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V25	[GRS 16-14c] DOI needs to confirm that any review cycle would happen within three years of the cutoff, otherwise records may be destroyed earlier than allowed in the GRS The GRS Team cannot at this time concur with a shorter retention for these records, but will concur with DOI's proposed instruction if they can confirm that the next review cycles will always occur within 3 years of records creation	Yes	Clarification added in crosswalk instructions	Cut-off issue

V26	[GRS 16-14e] The cutoff in the GRS is completion of the report, but the cutoff proposed by DOI is when the record is created In order for the GRS Team to concur, DOI needs to confirm that all reports will be completed within three years of the creation of the tracking files	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V27	[GRS 16-14f] The cutoff in the GRS is at the end of the record's business use, but the cutoff proposed by DOI is when the record is created There is the potential to destroy records prematurely if corrective action is necessary beyond 3 years DOI needs to confirm that corrective action will never be necessary beyond 3 years before the GRS Team can concur Additionally, DOI needs to make sure they have taken the note related ot this item into consideration, as there is no reference to it in the crosswalk	Yes	Retention time resolved through crosswalk clarification Note added as clarification to 0001 and 0002	Mixed, cut-off issue and additional info required (possibly for V3)
V28	[GRS 17-3] The cutoff in the GRS is at the end of the record's business use, but the cutoff proposed by DOI is when the record is created There is the potential to destroy records prematurely if the record is still in effect (not superseded) within 3 years or the object is not retired from services after three years DOI needs to verify whether their proposed instruction meets business needs The GRS Team cannot concur with the proposed instruction	Yes	Proposed for new specific-duration item	Cut-off issue
V29	[GRS 17-4] The cutoff in the GRS is at the end of the record's business use, but the cutoff proposed by DOI is when the record is created There is the potential to destroy records prematurely if the record is still in effect (not superseded) within 3 years or the object is not retired from services after three years DOI needs to verify whether their proposed instruction meets business needs The GRS Team cannot concur with the proposed instruction	Yes	Proposed for new specific-duration item	Cut-off issue
V30	[GRS 18-6] This retention is certain to destroy records too soon DOI proposed retention is calculated from date of creation GRS retention is calculated from expiration of authorization, which could last for decades The GRS Team cannot concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V31	[GRS 18-11] The "notes" field is not entirely accurate Local copies of investigative files that move up to other offices or agencies are indeed covered by the GRS item, but so are case files that are minor in nature but not copied anywhere else A small matter and it does not impact the acceptability of the proposed supersession of the GRS	Yes	No action necessary, but attempted to add clarity to the description of 0001 and 0002	Missing information
V32	[GRS 18-14a] GRS retention is calculated from final entry, not date of creation Depending on the number of entries--and date span--in a particular ledger, records may be destroyed too soon under the DOI proposed item	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V33	[GRS 18-16a] Staff members may hold keys for decades DOI retention will destroy extremely important security records while they are still active The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V34	[GRS 18-20a] Concur Technically the DOI retention culd destroy records early, but this is very unlikely to happen	-	No action necessary Additional cutoff instructions added anyway	No response necessary
V35	[GRS 18-27] DOI retention, being calculated from record creation, could well destroy records long before the GRS retention (calculated from a plan being superseded by a new one) has been fulfilled The GRS Team cannot concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V36-V39	[GRS 21-3, 21-9, 21-14, 21-17] The cutoff in the GRS is upon completion of the program, but the cutoff proposed by DOI is when the record is created This could lead to the premature destruction of records since a training program may last for more than 3 years DOI needs to reassess this disposition instruction The GRS Team does not concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue

V40	[GRS 23-8] Do not concur While the new GRS proposes "when no longer needed for these records" we still recommend changing this cut off instruction because you might be destroying records prematurely when you have a business need for them	No	Proposed for new specific-duration item	Disagreement, however, new retention item allows for a better solution
V41	[Disposition Instructions] Many GRS items have an event- based cutoff (e g after separation, is superseded, case is closed, etc) Having a FY based cutoff puts DOI at risk for early destruction	Yes*	Proposed new wording for cutoff to allow for exceptions to the default instructions Detailed in crosswalk and referenced in updated description/cutoff Many items not specifically called out by the GRS team have also been updated	Cut-off issue
Administration 1 1b - Accountable Files (now "Long-term")				
V42	[Title/Description, specifically 'Accountable'] This implies that those in item 0001 are not in any way linked to accountability However, many GRS items crosswalked to item 0001 are in fact records for which accountable officers are responsible This ultimately implies that only long-term records relate to accountability	Yes	Item description/terminology is revised	Revision necessary
V43	[FOIA Response] FOIA records appear in both items 0001 and 0002, but the schedule is unclear as to which type of response to the requestor belongs to which schedule item, which may lead to erroneous destruction	Yes	Criteria added	Missing information
V44 (1)	[BIA/Records Officer providing assistance] A concern relates specifically to the Bureau of Indian Affairs records that might have some importance for Trust Fund Accounting With the Cobell law suit and the alleged mismanagement of trust funds, perhaps a longer retention period is needed for these series (primarily the OHA-Interior Board of Indian Appeals ones) Although they are administrative in nature, they are also defined as helping to document the government's ethical responsibilities to their mission, including responses to Congressional Inquiries, which can come many years after a specific incident or act	No	Two issues in V44, this addresses the first Clarification added regarding BIA/OST records and OHA records located here	Additional information
V44 (2)	Could you please also clarify or provide an example when a Records Officer would need to help with applying this disposition?	Partial	Reasons for RO guidance have been clarified and added in additional places to call out specific needs	Additional information
V45	[GRS 10-10] GRS retention includes an elastic clause for "when superseded or obsolete," a date which cannot be known There is no similar leeway in the DOI proposed retention, possibly leading to early destruction The GRS Team does not concur	Yes	The cut-off issue referenced here is detailed further in V65, V90, and V108 The core of it is a fundamental confusion over what 'when closed' means The GRS team's comments show that they do not believe it to be an appropriate substitute for existing cut-off triggers (e g when superseded/obsolete, when final action is taken, when file is discontinued, etc) Cut off confusion is resolved through use of the crosswalk's additional instructions, and in reference in the description	Cut-off issue
V46	[GRS 10-11b] While the GRS Team is reluctant to dig in its heels about records so anonymous as to end up known only as "all other records," the fact remains that the key records of which these are the leftovers are permanent The "until superseded or obsolete" retention of the GRS does not mesh flawlessly with a flat year retention The GRS cannot concur	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue
V47	[GRS 10-12] DOI retention--7 years after end of fiscal year in which closed--is not a seamless translation from 6 years after an aircraft is removed from an agency's fleet The GRS Team cannot concur unless the DOI cutoff is clearly linked to aircraft being taken out of service	Yes	Additional cutoff instructions added in crosswalk	Cut-off issue

GRS Crosswalk to DOI's DRS					
Schedule ID	**Title**	**Description**	**GRS Retention**	**DOI Line of Business**	**DOI Proposed Retention**
GRS 2/1a	Payrolling and Pay Administration Records - Payroll	Pay record for each employee as maintained in an electronic data base This database may be a stand-alone payroll system or part of a combined personnel/payroll system	Update elements and/or entire record as required (N1-GRS-92-4 item 1a)	Human Resource Management	3 yrs
GRS 2/6a	Payrolling and Pay Administration Records - Time and Attendance	If employee initials time card or equivalent	Destroy at end of following pay period (N1-GRS-92-4 item 6a)	Human Resource Management	3 yrs
GRS 2/6b	Payrolling and Pay Administration Records - Time and Attendance	If employee has not initialed time card or equivalent	Destroy after GAO audit or when 3 years old, whichever is sooner (N1-GRS-92-4 item 6b)	Human Resource Management	3 yrs
GRS 2/14a	Payrolling and Pay Administration Records - Deductions, Allotments, and Electronic Fund Transfers	Authorization for Purchase and Request for Change - U S Savings Bonds, SB 2152, or equivalent	Destroy when superseded or after separation of employee (N1-GRS-92-4 item 14a)	Human Resource Management	3 yrs
GRS 2/14b	Payrolling and Pay Administration Records - Deductions, Allotments, and Electronic Fund Transfers	Bond registration files issuing agent's copies of bond registration stubs	Destroy 4 months after date of issuance of bond (N1-GRS-92-4 item 14b)	Human Resource Management	3 yrs
GRS 2/14c	Payrolling and Pay Administration Records - Deductions, Allotments, and Electronic Fund Transfers	Bond receipt and transmittal files receipts for and transmittals of U S Savings Bonds	Destroy 4 months after date of issuance of bond (N1-GRS-92-4 item 14c)	Human Resource Management	3 yrs
GRS 2/15a	Payrolling and Pay Administration Records - Deductions, Allotments, and Electronic Fund Transfers	Authorization for individual allotment to the Combined Federal Campaign	Destroy after GAO audit or when 3 years old, whichever is sooner (N1-GRS-92-4 item 15a)	Human Resource Management	3 yrs
GRS 2/15b	Payrolling and Pay Administration Records - Deductions, Allotments, and Electronic Fund Transfers	Other authorizations, such as union dues and savings	Destroy after GAO audit or when 3 years old, whichever is sooner (N1-GRS-92-4 item 15b)	Human Resource Management	3 yrs
GRS 2/16	Payrolling and Pay Administration Records - Deductions, Allotments, and Electronic Fund Transfers	Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan	Destroy when superseded or after separation of employee (N1-GRS-92-4 item 16)	Human Resource Management	Cut off when superseded or after separation of employee Destroy when no longer needed
GRS 2/17	Payrolling and Pay Administration Records - Deductions, Allotments, and Electronic Fund Transfers	Direct Deposit Sign-up Form (SF 1199A)	Destroy when superseded or after separation (N1-GRS-92-4 item 17)	Human Resource Management	Cut off when superseded or after separation of employee Destroy when no longer needed
GRS 2/22a	Payrolling and Pay Administration Records - Payroll Administration	Error reports, ticklers, system operation reports	Destroy when related actions are completed or when no longer needed, not to exceed 2 years (N1-GRS-92-4 item 22a)	Information Technology	Cut off when related actions are completed or when no longer needed Destroy no later than 3 years after cut-off

GRS 2/22b	Payrolling and Pay Administration Records - Payroll Administration	Reports and data used for agency workload and or personnel management purposes	Destroy when 2 years old (N1-GRS-92-4 item 22b)	Human Resource Management	3 yrs
GRS 2/22c	Payrolling and Pay Administration Records - Payroll Administration	Reports providing fiscal information on agency payroll	Destroy after GAO audit or when 3 years old, whichever is sooner (N1-GRS-92-4 item 22c)	Human Resource Management	3 yrs
GRS 2/23a	Payrolling and Pay Administration Records - Payroll Administration	Copies subject to GAO audit	Destroy after GAO audit or when 3 years old, whichever is sooner (N1-GRS-92-4 item 23a)	Human Resource Management	3 yrs
GRS 2/23b	Payrolling and Pay Administration Records - Payroll Administration	All other copies	Destroy 1 month after end of related pay period (N1-GRS-92-4 item 23b)	Human Resource Management	3 yrs
GRS 2/24	Payrolling and Pay Administration Records - Payroll Administration	Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payment	Destroy when 2 years old (N1-GRS-92-4 item 24)	Human Resource Management	3 yrs
GRS 2/28	Payrolling and Pay Administration Records - Retirement	Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent	For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary (N1-GRS-92-4 item 28)	Human Resource Management	Cut off CSRS/FERS related records upon receipt of official OPM acceptance of annual summary Destroy when no longer needed
GRS 3/2	Procurement, Supply, and Grant Records - General Correspondence Files	Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule	Destroy when 2 years old (NC1-64-77-5 item 3)	Financial and Acquisition Management	3 yrs
GRS 3/3b	Procurement, Supply, and Grant Records - Routine Procurement Files	Obligation copy	Destroy when funds are obligated (NC1-64-77-5 item 4b)	Financial and Acquisition Management	3 yrs
GRS 3/3c	Procurement, Supply, and Grant Records - Routine Procurement Files	Other copies of records described above used by component elements of a procurement office for administrative purposes	Destroy upon termination or completion (NC1-64-77-5 item 4c)	Financial and Acquisition Management	3 yrs
GRS 3/4a	Procurement, Supply, and Grant Records - Supply Management Files	Copies received from other units for internal purposes or for transmission to staff agencies	Destroy when 2 years old (NC1-64-77-5 item 5a)	Financial and Acquisition Management	3 yrs
GRS 3/4b	Procurement, Supply, and Grant Records - Supply Management Files	Copies in other reporting units and related working documents	Destroy when 1 year old (NC1-64-77-5 item 5b)	Financial and Acquisition Management	3 yrs
GRS 3/5a	Procurement, Supply, and Grant Records - Solicited and Unsolicited Bids and Proposals Files	Successful bids and proposals	Destroy with related contract case files (see item 3 of this schedule) (NC1-GRS-81-2 item 6a)	Financial and Acquisition Management	7 years
GRS 3/5b(1)	Procurement, Supply, and Grant Records - Solicited and Unsolicited Bids and Proposals Files	Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13	Destroy 1 year after date of award or final payment, whichever is later (NC1-GRS-86-2 item 6b1)	Financial and Acquisition Management	7 years

GRS 3/5b(2)(a)	Procurement, Supply, and Grant Records - Solicited and Unsolicited Bids and Proposals Files	When filed separately from contract case files	Destroy when related contract is completed (NC1-GRS-86-2 item 6b2a)	Financial and Acquisition Management	7 years
GRS 3/5b(2)(b)	Procurement, Supply, and Grant Records - Solicited and Unsolicited Bids and Proposals Files	When filed with contract case files	Destroy with related contract case file (see item 3 of this schedule) (NC1-GRS-86-2 item 6b2b)	Financial and Acquisition Management	7 years
GRS 3/5d	Procurement, Supply, and Grant Records - Solicited and Unsolicited Bids and Proposals Files	Lists or card files of acceptable bidders	Destroy when superseded or obsolete (NC1-GRS-81-2 item 6d)	Financial and Acquisition Management	3 yrs
GRS 3/7	Procurement, Supply, and Grant Records - Nonpersonal Requisition File	Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6))	Destroy when 1 year old (NC1-64-77-5 item 8)	Financial and Acquisition Management	7 years
GRS 3/8a	Procurement, Supply, and Grant Records - Inventory Requisition File	Stockroom copy	Destroy 2 years after completion or cancellation of requisition (NC1-64-77-5 item 9a)	Financial and Acquisition Management	3 yrs
GRS 3/8b	Procurement, Supply, and Grant Records - Inventory Requisition File	All other copies	Destroy when 6 months old (NC1-64-77-5 item 9b)	Financial and Acquisition Management	3 yrs
GRS 3/9a	Procurement, Supply, and Grant Records - Inventory Files	Inventory lists	Destroy 2 years from date of list (NC1-64-77-5 item 10a)	Financial and Acquisition Management	3 yrs
GRS 3/9b	Procurement, Supply, and Grant Records - Inventory Files	Inventory cards	Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control (NC1-64-77-5 item 10b)	Financial and Acquisition Management	3 yrs
GRS 3/9c	Procurement, Supply, and Grant Records - Inventory Files	Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS	Destroy 2 years after date of survey action or date of posting medium (NC1-64-77-5 item 10c)	Financial and Acquisition Management	3 yrs
GRS 3/14	Procurement, Supply, and Grant Records - Grant Administrative Files	Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program	Destroy when 2 years old (NC1-64-77-5 item 17b)	Financial and Acquisition Management	3 yrs
GRS 3/15b	Procurement, Supply, and Grant Records - Contract Appeals Case Files	Records created after September 30, 1979	Destroy 1 year after final action on decision (N1-GRS-87-9 item 19b)	Financial and Acquisition Management	3 yrs

GRS 3/16	Procurement, Supply, and Grant Records - Contractor's Statement of Contingent or Other Fees	SF 119, Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes	Destroy when superseded or obsolete (N1-GRS-98-2 item 7)	Financial and Acquisition Management	Cut off when superseded or obsolete Destroy when no longer needed
GRS 3/18b	Procurement, Supply, and Grant Records - Electronic Mail and Word Processing System Copies	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy	Cut off upon completion of study Destroy 2 years after cut off (N1-GRS-05-2 item 18b)	Financial and Acquisition Management	3 yrs
GRS 4/1	Property Disposal Records - Property Disposal Correspondence Files	Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for	Destroy when 2 years old (GRS 4, 1952, item 4)	Financial and Acquisition Management	3 yrs
GRS 5-1	Budget Preparation, Presentation, and Apportionment Records - Budget Correspondence Files	Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices	Destroy when 2 years old (GRS 5, 1952, items 1 and 3)	Financial and Acquisition Management	3 yrs
GRS 5-2	Budget Preparation, Presentation, and Apportionment Records - Budget Background Records	Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules, and originating offices' copies of reports submitted to budget offices	Destroy 1 year after the EOFY covered by the budget (NC1-GRS-81-13 item 2)	Financial and Acquisition Management	3 yrs
GRS 5/4	Budget Preparation, Presentation, and Apportionment Records - Budget Apportionment Files	Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation	Destroy 2 years after the close of the fiscal year (GRS 5, 1952, item 6)	Financial and Acquisition Management	3 yrs
GRS 6/1b	Accountable Officers' Accounts Records - Accountable Officer's Files	Memorandum copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule, EXCLUDING freight records covered by Schedule 9 and payroll records covered by Schedule 2	Destroy when 1 year old (N1-GRS-86-3, item 1b)	Financial and Acquisition Management	3 yrs
GRS 6/2	Accountable Officers' Accounts Records - GAO Exceptions Files	GAO notices of exceptions, such as SF 1100, formal or informal, and related correspondence	Destroy 1 year after exception has been reported as cleared by GAO (GRS 6, 1952, item 2)	Financial and Acquisition Management	3 yrs

GRS 6/3a	Accountable Officers' Accounts Records - Certificates Settlement Files	Certificates covering closed account settlements, supplemental settlements, and final balance settlements	Destroy 2 years after date of settlement (GRS 6, 1952, item 3a)	Financial and Acquisition Management	7 years
GRS 6/3b	Accountable Officers' Accounts Records - Certificates Settlement Files	Certificates covering period settlements	Destroy when subsequent certificate of settlement is received (GRS 6, 1952, item 3b)	Financial and Acquisition Management	7 years
GRS 6/5a	Accountable Officers' Accounts Records - Accounting Administrative Files	Files used for workload and personnel management purposes	Destroy when 2 years old (NC-64-77-11, item 5a)	Financial and Acquisition Management	3 yrs
GRS 6/7	Accountable Officers' Accounts Records - Gasoline Sales Ticket	Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline	Destroy after GAO audit or when 3 years old, whichever is sooner (NC-64-77-11, item 7)	Financial and Acquisition Management	7 years
GRS 6/8	Accountable Officers' Accounts Records - Telephone Toll Tickets	Originals and copies of toll tickets filed in support of telephone toll call payments	Destroy after GAO audit or when 3 years old, whichever is sooner (NC-64-77-11, item 8)	Financial and Acquisition Management	7 years
GRS 6/9	Accountable Officers' Accounts Records - Telegrams	Originals and copies of telegrams filed in support of telegraph bills	Destroy after GAO audit or when 3 years old, whichever is sooner (NC-64-77-11, item 9)	Financial and Acquisition Management	3 yrs
GRS 6/10b(2)(b	Accountable Officers' Accounts Records - Administrative Claims Files	Claims for which the Government is entitled (per 28 U S C 2415) to additional time to initiate legal action	Destroy 3 months after the end of the extended period (N1-GRS-87-13 item 1b2b)	Financial and Acquisition Management	Cut off after the end of the extended period Destroy when no longer needed
GRS 7/1	Expenditure Accounting Records - Expenditures Accounting General Correspondence and Subject Files		Destroy when 2 years old (GRS 7, 1952, item 1)	Financial and Acquisition Management	3 yrs
GRS 7/4b	Expenditure Accounting Records - Expenditure Accounting Posting and Control Files	Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule Copies	Destroy when 2 years old (GRS 7, 1952, item 4b)	Financial and Acquisition Management	3 yrs
GRS 8/1	Stores, Plant, and Cost Accounting Records - Plant, Cost, and Stores General Correspondence Files	Correspondence files of units responsible for plant, cost, and stores accounting operations	Destroy when 2 years old (GRS 8, 1952, item 1)	Financial and Acquisitions Management	3 yrs
GRS 8/4	Stores, Plant, and Cost Accounting Records - Stores Accounting Background Files	Working files used in accumulating stores accounting data	Destroy when 2 years old (GRS 8, 1952, item 5)	Financial and Acquisitions Management	3 yrs
GRS 8/7b(1)	Stores, Plant, and Cost Accounting Records - Cost Report Data Files	Detail cards	Destroy when 6 months old (NC-64-75-2, item 8b1)	Financial and Acquisitions Management	3 yrs
GRS 8/7b(2)	Stores, Plant, and Cost Accounting Records - Cost Report Data Files	Summary cards	Destroy when 6 months old (NC-64-75-2, item 8b2)	Financial and Acquisitions Management	3 yrs
GRS 8/7b(3)	Stores, Plant, and Cost Accounting Records - Cost Report Data Files	Tabulations	Destroy when 1 year old (NC-64-75-2, item 8b3)	Financial and Acquisitions Management	3 yrs

GRS 9/1d	Travel and Transportation Records - Commercial Freight and Passenger Transportation Files	Obligation copy of commercial passenger transportation vouchers	Destroy when funds are obligated (N1-GRS-91-3, item 1e)	Financial and Acquisition Management	7 years
GRS 9/3b	Travel and Transportation Records - Noncommercial, Reimbursable Travel Files	Obligation copies	Destroy when funds are obligated (N1-GRS-91-3, item 3b)	Financial and Acquisition Management	3 yrs
GRS 9/4a	Travel and Transportation Records - General Travel and Transportation Files	Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule	Destroy when 2 years old (N1-GRS-91-3, item 4a)	Financial and Acquisition Management	3 yrs
GRS 9/4b	Travel and Transportation Records - General Travel and Transportation Files	Accountability records documenting the issue or receipt of accountable documents	Destroy 1 year after all entries are cleared (N1-GRS-91-3, item 4b)	Financial and Acquisition Management	3 yrs
GRS 9/5a	Travel and Transportation Records - Records Relating to Official Passports	Application files	Destroy when 3 years old or upon separation of the bearer, whichever is sooner	Financial and Acquisition Management	Cut off on separation of the bearer or when 3 years old, whichever is sooner Destroy when no longer needed
GRS 9/5b	Travel and Transportation Records - Records Relating to Official Passports	Annual reports concerning official passports	Destroy when 1 year old (N1-GRS-91-1, item 5b)	Financial and Acquisition Management	3 yrs
GRS 9/5c	Travel and Transportation Records - Records Relating to Official Passports	Passport registers	Destroy when superseded or obsolete (N1-GRS-98-2, item 9)	Financial and Acquisition Management	Cut off when superseded or obsolete Destroy when no longer needed
GRS 10/1	Motor Vehicle Maintenance and Operation Records - Motor Vehicle Correspondence Files	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule	Destroy when 2 years old (GRS 10, 1952, item 1)	Administrative Records	3 yrs
GRS 10/2a	Motor Vehicle Maintenance and Operation Records - Motor Vehicle Operating and Maintenance Files	Operating records including those relating to gas and oil consumption, dispatching, and scheduling	Destroy when 3 months old (GRS 10, 1952, item 2a)	Administrative Records	Cut off at end of fiscal quarter Destroy when when no longer needed
GRS 10/2b	Motor Vehicle Maintenance and Operation Records - Motor Vehicle Operating and Maintenance Files	Maintenance records, including those relating	Destroy when 1 year old (GRS 10, 1952, item 2b)	Administrative Records	3 yrs
GRS 10/9	Motor Vehicle Maintenance and Operation Records - Routine Aircraft Operations	Records that pertain to the day-to-day operation of aircraft operated by Federal agencies Included are records documenting departures, takeoffs, and destinations, passengers on board, requests for flights, flight orders, aircraft flight logs, flight plans, and similar records	Destroy when 2 years old (N1-GRS-04-6, item 1)	Administrative Records	3 yrs

GRS 10/13	Motor Vehicle Maintenance and Operation Records - Records Required for Accident/Incident Reports	Records requested by authorities conducting the investigation of accidents/incidents involving aircraft used by Federal agencies, including leased aircraft used by Federal agencies	Keep for the duration of investigation and then destroy 1 year after completion of investigation and preparation of required reports (N1-GRS-04-6, item 5)	Administrative Records	3 yrs